



FY 1996

Discretionary
Competitive Program
Announcements
and Application Kit



Office of Juvenile Justice and Delinquency Prevention

Office of Juvenile Justice and Delinquency Prevention

The Office of Juvenile Justice and Delinquency Prevention (OJJDP) was established by the President and Congress through the Juvenile Justice and Delinquency Prevention (JJDP) Act of 1974, Public Law 93–415, as amended. Located within the Office of Justice Programs of the U.S. Department of Justice, OJJDP’s goal is to provide national leadership in addressing the issues of juvenile delinquency and improving juvenile justice.

OJJDP sponsors a broad array of research, program, and training initiatives to improve the juvenile justice system as a whole, as well as to benefit individual youth-serving agencies. These initiatives are carried out by seven components within OJJDP, described below.

Research and Program Development Division develops knowledge on national trends in juvenile delinquency; supports a program for data collection and information sharing that incorporates elements of statistical and systems development; identifies how delinquency develops and the best methods for its prevention, intervention, and treatment; and analyzes practices and trends in the juvenile justice system.

Training and Technical Assistance Division provides juvenile justice training and technical assistance to Federal, State, and local governments; law enforcement, judiciary, and corrections personnel; and private agencies, educational institutions, and community organizations.

Special Emphasis Division provides discretionary funds to public and private agencies, organizations, and individuals to replicate tested approaches to delinquency prevention, treatment, and control in such pertinent areas as chronic juvenile offenders, community-based sanctions, and the disproportionate representation of minorities in the juvenile justice system.

State Relations and Assistance Division supports collaborative efforts by States to carry out the mandates of the JJDP Act by providing formula grant funds to States; furnishing technical assistance to States, local governments, and private agencies; and monitoring State compliance with the JJDP Act.

Information Dissemination Unit informs individuals and organizations of OJJDP initiatives; disseminates information on juvenile justice, delinquency prevention, and missing children; and coordinates program planning efforts within OJJDP. The unit’s activities include publishing research and statistical reports, bulletins, and other documents, as well as overseeing the operations of the Juvenile Justice Clearinghouse.

Concentration of Federal Efforts Program promotes interagency cooperation and coordination among Federal agencies with responsibilities in the area of juvenile justice. The program primarily carries out this responsibility through the Coordinating Council on Juvenile Justice and Delinquency Prevention, an independent body within the executive branch that was established by Congress through the JJDP Act.

Missing and Exploited Children’s Program seeks to promote effective policies and procedures for addressing the problem of missing and exploited children. Established by the Missing Children’s Assistance Act of 1984, the program provides funds for a variety of activities to support and coordinate a network of resources such as the National Center for Missing and Exploited Children; training and technical assistance to a network of 47 State clearinghouses, nonprofit organizations, law enforcement personnel, and attorneys; and research and demonstration programs.

The mission of OJJDP is to provide national leadership, coordination, and resources to prevent juvenile victimization and respond appropriately to juvenile delinquency. This is accomplished through developing and implementing prevention programs and a juvenile justice system that protects the public safety, holds juvenile offenders accountable, and provides treatment and rehabilitative services based on the needs of each individual juvenile.

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**Shay Bilchik, Administrator
Office of Juvenile Justice and Delinquency Prevention
July 1996**

U.S. Department of Justice
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The Office of Juvenile Justice and Delinquency Prevention is a component of the Office of Justice Programs, which also includes the Bureau of Justice Assistance, the Bureau of Justice Statistics, the National Institute of Justice, and the Office for Victims of Crime.

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Introduction

Frustrated by intolerably high rates of violence committed by and against juveniles, communities across the country are looking for ways to protect the public, prevent acts of delinquency and juvenile victimization, and intervene effectively when such acts occur. At the same time, overburdened juvenile justice and dependency court systems are struggling to deal with the consequences that come from unstable families lacking parenting skills, communities with inadequate health and mental health support networks, fragmented social service programs, a shortage of constructive activities for young people, and easy access to guns and drugs.

The Department of Justice believes communities can address these problems and turn back the tide of increasing violent delinquency by providing both vigorous law enforcement and early intervention services for at-risk juveniles and their families. Last year the Office of Juvenile Justice and Delinquency Prevention (OJJDP) published a guide to help communities do this. The Guide for Implementing the Comprehensive Strategy for Serious, Violent, and Chronic Juvenile Offenders (Guide) provides detailed information about programs known to prevent delinquency or to reduce recidivism. It also discusses how to identify risk factors—which put youth at risk for delinquency—and protective factors—which buffer juveniles from the impact of risk factors.

The Comprehensive Strategy also served as the foundation for a major plan of action Attorney General Janet Reno released in March to help communities combat juvenile crime. The National Juvenile Justice Action Plan, developed by the Coordinating Council on Juvenile Justice and Delinquency Prevention, presents innovative and effective strategies that can reduce violence and victimization. It also describes Federal activities and resources that can help jurisdictions achieve eight objectives: strengthen their juvenile justice systems; criminally prosecute certain serious, violent, and chronic juvenile offenders; target youth gun, gang, and drug violence through comprehensive policing and prevention techniques; create positive opportunities for youth; break the cycle of violence by addressing child victimization, abuse, and neglect; mobilize communities into effective partnerships for change; conduct research and evaluate programs; and develop a public education campaign to promote successful programs and to rebuild the public's confidence in our ability to work with at-risk and delinquent youth.

These eight objectives and the strategies contained in the Guide form the basis of OJJDP's 1996 Program Plan. The Program Plan supports aggressively addressing juvenile delinquency and violence through graduated sanctions, improving the juvenile justice system's ability to respond to delinquent acts, and preventing the onset of delinquency. It takes into account the short-term need to ensure public safety and the long-term need to support children's development into healthy, productive citizens by providing a range of prevention, early intervention, and graduated sanctions programs.

When designing the Program Plan, we asked for input from juvenile justice practitioners, other Federal agencies, and OJJDP staff, and examined existing programs and research findings. Based on what we learned, we chose to focus our efforts on three major new program areas: developing community-based intake, assessment, and case referral centers for juveniles who may require services or juvenile justice system interventions; supporting the link between community and law enforcement responses to youth gun violence; and improving court and community responses to child abuse and neglect.

Our new programs for Fiscal Year 1996 include the three major new program areas: community assessment centers, partnerships to reduce juvenile gun violence, and improving community approaches to reducing child abuse and neglect. To ensure that our efforts will be helpful to the field, we will also fund evaluations of these three initiatives. We are also soliciting applications for juvenile mentoring programs and an evaluation of our mentoring efforts to date. In addition, we are supporting a program of field-initiated research and evaluation.

The Office also will fund technical assistance and training programs to help communities address the disproportionate confinement of minority youth, develop gender-specific programming for female juvenile offenders, utilize community assessment centers, and help Native American tribes address juvenile delinquency.

This year's Program Plan supports programming that is built on sound research and strengthens collaborations needed to combat juvenile delinquency and child neglect. We will continue to use our national perspective to disseminate information about both our new programs and existing ones to those at the grassroots levels—practitioners, policymakers, community leaders, and service providers. It is only by working together that Federal, State, and local agencies, Native American tribes, schools, social service agencies, national organizations, businesses, and families can bring a halt to the intolerably high rates of juvenile violence in our Nation. I believe OJJDP's programs will further this spirit of cooperation, and that by working together, we will make a difference.

Shay Bilchik
Administrator
Office of Juvenile Justice and Delinquency Prevention

Application and Administrative Requirements

General Eligibility Requirements

Applications are invited from eligible public and private agencies, organizations, institutions, individuals, or combinations thereof. Eligibility differs from program to program. Please consult individual program announcements for specific eligibility requirements. Where eligible for an assistance award, private for-profit organizations must agree to waive any profit or fee. Joint applications by two or more eligible applicants are welcome, provided that one organization is designated as the primary applicant and the other(s) as coapplicant(s).

Applicants must demonstrate that they have experience in the design and implementation of the type of program or program activity for which they are applying and have the management and financial capability to effectively implement a project of the size and scope delineated in the program description. Each applicant must also demonstrate the capability to manage the program in order to be eligible for funding consideration.

Reference and Resource Support

Additional information on these and other topics, including accessing documents cited in the solicitations, is available from OJJDP's Juvenile Justice Clearinghouse, which can be contacted in a variety of ways:

Phone: toll free 800-638-8736 (Mon.– Fri., 8:30 a.m. – 7:00 p.m. ET).
Fax: 301-251-5212
Mail: JJC, P.O. Box 6000, Rockville, MD 20849-6000
E-mail: askncjrs@ncjrs.org
Online: Bulletin board 301-738-8895 (set modem at 9600 Baud and 8-N-1).
Homepage: <http://www.ncjrs.org/ojjhome.html>.
Internet: Telnet to bbs.ncjrs.org. Gopher to ncjrs.org:71.
Visit: 1600 Research Boulevard, Rockville, Maryland.

General Application Requirements

All applicants must submit a Standard Form 424, Project Abstract, Budget Detail Worksheet, Budget Narrative, Assurances and Certifications, timeline of major milestones and publications, and résumés of all personnel. Application forms and supplementary information

are provided in Appendix A of this Application Kit. Applicants are required to submit the original signed application and five copies to the address specified below.

Applicants are also encouraged to submit a Letter of Intent (see Appendix A). Potential applicants should also review the OJJDP Peer Review Guideline in Appendix B.

Applications that include proposed noncompetitive contracts for the provision of specific goods and services must include a sole-source justification for any procurement in excess of \$100,000.

Applicants receiving other funds in support of the proposed activity (current, recent, or expected) must include in their application: (1) information on all sources of these funds (including funding from other Federal agencies); (2) the anticipated total amount to be received; and (3) a brief description of any other program(s) receiving such funds.

All application packages should be mailed or delivered to the following address:

Office of Juvenile Justice and Delinquency Prevention
c/o Juvenile Justice Resource Center
1600 Research Boulevard, Mail Stop 2K
Rockville, MD 20850
301-251-5535

Note: In the lower left-hand corner of the envelope, you must clearly write the name of the program to which you are applying.

Applicants are responsible for ensuring that the original and five copies of the application package are received by 5 p.m. EDT on the due date. Due dates are specified in each program announcement in this Application Kit.

OJJDP will notify applicants in writing that their applications have been received. Subsequently, applicants will be notified by letter as to whether or not their project will be recommended for funding. Applicants should provide both a return address and a fax number, if possible.

Executive Order 12372 requires applicants from State and local units of government or other organizations providing services within a State to submit a copy of the application to the State Single Point of Contact (SPOC), if one exists, and if this program has been selected for review by the State. The State Single Points of Contact are listed in Appendix C of this Application Kit. Applicants must contact their State SPOC to determine if the program has been selected

for State review. The date that the application was sent to the SPOC or the reason such submission is not required should be entered in block 16 on the SF-424.

If the SPOC requires a copy of the application, the applicant should provide that copy and send the original application to OJJDP.

Application Review Process

Selection Criteria

All applicants will be evaluated and rated by a peer review panel according to specified criteria. Peer review will be conducted in accordance with the OJJDP Peer Review Guideline contained in Appendix B. When appropriate in a particular grant program, preference will be given to communities that can demonstrate broad-based, multidisciplinary planning. Applicants should explain how the grant program will be integrated into the communities' overall plan. Selection criteria for each competitive program will determine applicants' responsiveness to minimum program application requirements, organizational capability, and thoroughness and innovativeness in responding to strategic issues related to project implementation. Each competitive program announcement will indicate whether there are additional program-specific review criteria and/or changes in points assigned to criteria used in the peer reviews for that particular program.

Peer reviewers will use the following categories to rate applications unless the program announcement contains separate, program-specific selection criteria:

1. Problem(s) To Be Addressed. The problem to be addressed by the project is clearly stated.
2. Goals and Objectives. The objectives of the proposed project are clearly defined and the outcomes are measurable.
3. Project Design. The project design is sound and contains program elements directly linked to the achievement of project objectives.
4. Management and Organizational Capability. The project management and overall organizational capability demonstrate the applicant's capacity to successfully operate and support the project.
5. Budget. Budgeted costs are reasonable, allowable, and cost effective for the proposed activities.

The Administrator may also give consideration to geographic distribution and regional balance when making awards. Peer reviewers' recommendations are advisory only and the final award decision is made by the Administrator. OJJDP will negotiate specific terms of the awards with the selected applicants.

Evaluation

OJJDP requires that funded programs contain plans for continuous self-assessment to keep program management informed of progress and results. Many funded projects will be considered for participation in independent evaluations initiated by OJJDP. Project management will be expected to cooperate fully with designated evaluators.

Financial Requirements

Discretionary grants are governed by the provisions of the Office of Management and Budget (OMB) Circulars applicable to financial assistance. The circulars, along with additional information and guidance, are contained in the Office of Justice Programs' Financial Guide available from the Office of Justice Programs. This guideline includes information on allowable costs, methods of payment, audit requirements, accounting systems, and financial records. The Guide will be provided upon request and will govern the administration of funds by all successful applicants.

Civil Rights Requirements

Prohibition of Discrimination for Recipients of Federal Funds

No person in any State shall on the grounds of race, color, religion, national origin, sex, disability, or age be excluded from participation in, be denied the benefits of, or be subjected to discrimination under or denied employment in connection with any program or activity receiving Federal financial assistance, pursuant to the following statutes and regulations: Section 809 (c), Omnibus Crime Control and Safe Streets Act of 1978, as amended, 42 U.S.C. 3789d, Section 292 (b) of the JJDP Act, and Department of Justice Nondiscrimination Regulations, 28 CFR Part 42, Subparts C, D, E, and G; Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973; Subtitle A, Title II of the Americans with Disabilities Act (ADA) (1990) and Department of Justice regulations on disability discrimination 28 CFR Part 35 and Part 39; Title IX of the Education Amendments of 1972; and the Age Discrimination Act of 1985.

In the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, disability, or age against a recipient of funds, the recipient will forward a copy of the finding to the Office for Civil Rights, Office of Justice Programs.

Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements

Applicants should read and sign the certifications form included in this Application Kit. Signing this form commits the applicant to compliance with the certification requirements under 28 CFR Part 69, “New Restrictions on Lobbying,” and 28 CFR Part 67, “Government-Wide Debarment and Suspension (Nonprocurement)” and “Government-Wide Requirements for Drug-Free Workplace (Grants).” The certifications will be treated as material representations of the facts upon which reliance will be placed by the U.S. Department of Justice in making awards.

Audit Requirements

State and local governments are governed by the Single Audit Act of 1984 and OMB Circular A-128, “Audit of State and Local Governments.” Nonprofit organizations and institutions of higher education are governed by OMB Circular A-133, “Audits of Institutions of Higher Education and Other Nonprofit Institutions.” The type of audit required under these circulars is dependent upon the amount of Federal funds that can be audited during the recipient’s fiscal year.

For example:

- ◆ If the organization receives \$100,000 or more per year in Federal funds, the organization shall have an organization-wide financial and compliance audit.
- ◆ If the organization receives between \$25,000 and \$100,000 a year in Federal funds, the organization may elect to have an organization-wide audit or program audit.
- ◆ If the organization receives less than \$25,000 a year in Federal funds, the organization shall be exempt from the audit requirement.

Commercial (for-profit) organizations shall have financial and compliance audits performed by qualified individuals who are independent from those who authorize the expenditure of Federal

funds. This audit must be performed in accordance with Government Auditing Standards. The audit threshold contained in OMB Circulars A-128 and A-133 apply.

Applicants are required to provide the period of their organization's fiscal year and the name of their organization's cognizant Federal agency in block 11 of the SF-424. The cognizant Federal agency is generally determined based on the preponderance of Federal dollars received by the applicant.

Suspension or Termination of Funding

OJJDP may suspend, in whole or in part, terminate funding for, or impose another sanction on a recipient for the following reasons:

- ◆ Failure to comply substantially with the requirements or statutory objectives of the JJDP Act, program guidelines issued thereunder, or other provisions of Federal law.
- ◆ Failure to make satisfactory progress toward the goals or strategies set forth in this Application Kit.
- ◆ Failure to adhere to the requirements in the agreement, standard conditions, or special conditions.
- ◆ Proposing or implementing substantial plan changes to the extent that, if originally submitted, the application would not have been selected for funding.
- ◆ Failure to submit reports.
- ◆ Filing a false certification in this application or other report or document.

Before imposing sanctions, OJJDP will provide reasonable notice to the recipient of its intent to impose sanctions and will attempt informally to resolve the problem. Hearing and appeal procedures will follow those in Department of Justice regulations in 28 CFR Part 18.

Fiscal Year 1996 Competitive Discretionary Program Listing

Juvenile Mentoring Program (JUMP)	\$4,000,000
Evaluation of the Juvenile Mentoring Program (JUMP)	\$ 150,000
Safe Kids/Safe Streets—Community Approaches To Reducing Abuse and Neglect and Preventing Delinquency	\$2,700,000
Evaluation of the Safe Kids/Safe Streets Program	\$ 300,000
Community Assessment Centers	
Community Assessment Centers: Planning for the Future	\$ 150,000
Community Assessment Centers: Enhancing the Concept	\$ 250,000
Evaluating Community Assessment Centers	\$ 300,000
Community Assessment Center Training and Technical Assistance	\$ 250,000
Partnerships To Reduce Juvenile Gun Violence	\$ 800,000
Evaluation of the Partnerships To Reduce Juvenile Gun Violence Program	\$ 200,000
Technical Assistance to Native American Tribes and Alaskan Native Communities	\$ 300,000
Training and Technical Assistance for National Innovations To Reduce Disproportionate Minority Confinement (The Deborah Ann Wysinger Memorial Program)	\$ 300,000
Training and Technical Assistance Program To Promote Gender-Specific Programming for Female Juvenile Offenders and At-Risk Girls	\$ 200,000
Field-Initiated Research and Evaluation Program	\$ 500,000



Competitive Discretionary Program Announcements

Juvenile Mentoring Program (JUMP)

Purpose: To support one-to-one mentoring programs for youth at risk of educational failure, dropping out of school, or involvement in delinquent activities, including gangs.

Background: Part G of the Juvenile Justice and Delinquency Prevention (JJDP) Act of 1974, as amended, authorizes the Office of Juvenile Justice and Delinquency Prevention (OJJDP) to fund a Juvenile Mentoring Program (JUMP). In fiscal year (FY) 1996, Congress appropriated \$4,000,000 to implement this program.

Mentoring, as the term is currently used, can be defined as a one-to-one relationship between a pair of unrelated individuals, usually of different ages, which takes place on a regular basis over an extended period of time. It is usually characterized by a “special bond of mutual commitment” and “an emotional character of respect, loyalty, and identification” (Hamilton, 1990).

As a movement, mentoring has its roots in the closing decades of the 19th century with “Friendly Visitors” who served as role models for children of the poor. Mentoring enjoyed new popularity in the 1970's when corporations heralded the concept as one that fosters achievement. Mentoring was seen as a particularly critical ingredient to success on the corporate ladder (Freedman, 1992).

Within the past 10 years, mentoring has taken on a new dimension and a new target group—disadvantaged children and youth. It has emerged as a promising approach for enriching children's lives; addressing the isolation of youth from adult contact; and providing, on a one-to-one basis, support and advocacy to children who need it. Mentoring is also recognized as an important vehicle for harnessing the talents of volunteers to address the problems of poverty (Freedman, 1992).

Congress has recognized the potential of mentoring as a tool for addressing two critical concerns: poor school performance and delinquent activity. Accordingly, OJJDP is making funds available for mentoring programs that specifically address these concerns. Congress also has recognized the importance of school collaboration in mentoring programs, whether as a primary applicant or in partnership with other public or nonprofit private entities.

In a recent study of mentoring, Public/Private Ventures (P/PV) conducted an experimental evaluation of Big Brothers and Big Sisters (BB/BS) programs (Tierney et al., 1995). In this study youth were randomly assigned to a BB/BS mentoring program or to a BB/BS waiting list. The study emphasized the importance of carefully structured programs with adequate management, training, case management, policies, procedures, and establishment of clear standards. These standards relate to

screening of the adults and youth, training and orientation of volunteers, the matching process, required frequency of meetings, and supervision of matches.

In determining whether a one-to-one mentoring experience made a tangible difference in the lives of these young people, the study identified several positive results:

- Mentored youth were 46 percent less likely than the control group to initiate drug use during the study period. The finding was even stronger for minority youth: They were 70 percent less likely to initiate drug use when in a positive mentoring relationship.
- Mentored youth were 27 percent less likely than the control group to initiate alcohol use.
- Mentored youth were less assaultive, skipped fewer days of school, and had much better relationships with their parents.

P/PV concluded that the research presented clear and encouraging evidence that caring relationships between adults and youth, resulting in a wide range of tangible benefits, can be created and supported by mentoring programs.

While the P/PV study did not characterize the type of relationship that was formed or relate it to the impact on the youth, the researchers did say that the study enabled them to make several findings about the relationships between mentor and mentee:

- They had a high level of contact. A typical Big Brother or Big Sister met with a Little Brother or Little Sister approximately three times a month for four hours per meeting over the course of a year, totaling 144 hours of direct contact. For those who spoke on the telephone, as many did, hours of interaction would be even higher.
- The relationships were built using an approach that defines the mentor as a friend, not as a teacher or preacher. The mentor's role is to support the youth in his or her various endeavors, not explicitly to change the youth's behavior or character."

P/PV's study and others also identified key program infrastructure prerequisites:

- Thorough volunteer screening that weeds out adults who are unlikely to keep their time commitment or might pose a safety risk to the youth.

-
- Mentor training that includes communication and limit-setting skills, tips on relationship-building, and recommendations on the best way to interact with a young person.
 - Matching procedures that take into account the preferences of the youth, their family and the volunteer, and that use a professional case manager to analyze which volunteer would work best with which youth.
 - Intensive supervision and support of each match by a case manager who has frequent contact with the parent/guardian, volunteer and youth, and provides assistance when requested or as difficulties arise.

Although there are no research findings to date with regard to the OJJDP-funded JUMP programs, several observations can be made as a result of the establishment and operation of these programs:

- The relationship between the private nonprofit sector and the schools is critical. Real collaboration must take place with joint decisionmaking. Problems in implementing and operating the program have occurred when the relationship is weak.
- Parents must have a role in the decision to involve their child in the mentoring program. Staff must be trained in the best way to approach parents so that the mentors and the program are seen as allies and not competitors.
- Programs must engage in multiple strategies for recruiting mentors. Because recruitment has sometimes been difficult, programs should set realistic goals for projecting the number of mentors to be recruited and the way in which matches will be made, clearly describing the strategies to be used.
- If the project plans to use university students, care must be taken to identify their actual availability and share this with the mentees. This precaution will result in clear expectations and as much consistency as possible in the mentoring relationship.
- Projects should do all they can to recruit mentors so as to facilitate making matches of the same gender, racial, and cultural background.
- Finally, single-parent mentors have on occasion brought their young children into the mentoring relationship. This should be avoided if at all possible. Mentors should provide specific times for activities with the mentees that are one-to-one. For those occasions when bringing children is unavoidable, mentoring projects may want to determine how they can provide for child care.

Goals: To reduce juvenile delinquency and gang participation by at-risk youth; to improve academic performance of at-risk youth; and to reduce the dropout rate for at-risk youth.

Objectives: The objectives of this initiative are to:

1. Provide general guidance to at-risk youth.
2. Promote personal and social responsibility among at-risk youth.
3. Increase participation of at-risk youth in elementary and secondary education and enhance their ability to benefit from this schooling.
4. Discourage use of illegal drugs and firearms, involvement in violence, and other delinquent activity by at-risk youth.
5. Discourage involvement of at-risk youth in gangs.
6. Encourage participation in service and community activity by at-risk youth.

Program Strategy: Applicants should submit funding requests for a 3-year project period. JUMP programs currently funded by OJJDP are not eligible to receive funds under this solicitation. OJJDP encourages applications from both new programs and those programs with proven track records and a desire to expand their mentoring activities in accordance with this solicitation. All applicants must address the following elements in their application.

The Nature of the Partnership With Local Educational Agencies

Both local education agencies (LEA's) and public/private nonprofit organizations may apply. When public/private nonprofit agencies are the primary applicant, their programs must involve collaboration with an LEA. Likewise an LEA must collaborate with a relevant public/private nonprofit agency. Because two goals of this program are to improve academic performance and reduce the dropout rate, applications must contain written assurance from the LEA that it will agree to provide academic records in accordance with its regulations for use in carrying out a funded program and that it will cooperate to the fullest extent possible with a national program evaluator. Another example of the form this collaboration might take is the designation of a school employee to be a school coordinator. Suggested responsibilities might include assisting with the selection of mentees, advising on the academic needs of the mentee, coordinating meetings, providing academic records when needed, and notifying mentors of the inability of mentees to meet.

Target Population

Programs should target only at-risk youth. This solicitation uses the term “at-risk youth” to mean a youth who is exposed to high levels of risk in his or her family, home, community, and social environment, which may lead to educational failure, dropping out of school, or involvement in juvenile delinquency, including gangs. Programs must target at-risk youth in high crime areas that have 60 percent or more of their youth eligible to receive Chapter I funds under the Elementary and Secondary Education Act of 1965 and have a considerable number of youth who drop out of school each year. Documentation of the existence of those prerequ-isites should be included in all applications.

Program Goal, Objectives, and Design

The goal should be an overall statement of purpose on what the applicant expects to achieve with the grant. The objectives should be activities that will help the applicant achieve the goal, and they should be stated in clear measurable terms. For example, the mentoring program will serve x-number of mentees per year, academic performance will be improved by x-percent, gang participation will be reduced by x-percent, and dropout rates will be reduced by x-percent. Applicants are encouraged to be realistic in developing their goals and objectives and specific in addressing the needs of their targeted community.

Project Design

1. **Role of the Mentor.** Information on the role of the mentor, the mentoring site, and specific implementation steps must be provided. These include organizational commitment; mentor recruitment, orientation, screening, training, and support; youth selection and orientation; matching; monitoring; and evaluation. Criteria for mentor termination should be specified. The responsibilities of each funding partner and program participant (LEA, nonprofit public/private agency, business, mentors, mentees, and mentees’ parents) should be spelled out up front. At a minimum, programs must specify that each participant mentor one child for a period of at least a year on a one-on-one basis. It is also recommended that mentor-mentee contact be not less than 4 hours a month, preferably scheduled weekly.
2. **Recruitment, Selection, and Screening of Mentors.** Only programs using adult mentors qualify. An adult is defined as being 21 years of age or older. Efforts should be made to enlist mentors who are responsible adults, such as law enforcement officers or persons with local businesses or with community-based organizations. Applicants should be aware that college undergraduate or graduate students can have some limitations that may make it difficult for them to fulfill their mentoring responsibilities. Special care should be exercised in recruiting from this group.

All prospective employees and volunteers who would have contact with youth must be screened. Each program is required to have a written screening policy that would be implemented with great care and applied consistently to all mentors. At a minimum, this policy must require the names of two to three character references (at least one of whom is a work reference) and the applicant's consent for a name check through criminal and child abuse records. A written form for reference checks must be used and kept on file.

The extent of the background search should depend on the circumstances in which the mentor and mentee will be having contact. For example, a program involving young mentees and contacts or activities that do not occur at the school or work site or as part of a larger group should at a minimum require criminal history checks on all matched volunteers, from local, State, or national law enforcement authorities, where legally permissible. There should be a case-by-case determination as to whether the background information obtained from screening should be a bar to participate unless otherwise provided by statute or regulation. A candidate may be disqualified to reasonably protect youth from physical, psychological, or sexual abuse. A mentor applicant's failure to provide information requested would result in automatic disqualification of the applicant.

3. Youth Selection and Orientation. Criteria should be developed for youth selection based on the program's goals. Parents should be included in an orientation session, and the program should obtain the parent's written permission for the child's participation. In addition, parents should have a say in the selection of the mentor.
4. Parent Involvement. Parental involvement is encouraged. If and where possible, parents of the mentee should be allowed to participate in programs. Applicants should indicate a plan for securing and maintaining parental involvement in the program.
5. Matching Criteria. The mechanism for matching youth with mentors should be described. Where possible, there should be a match of gender, racial, and cultural backgrounds. Screening mechanisms should be established to weed out volunteers who will not keep their commitments.

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6. Mentor Support and Training Activities and Lessons Learned from P/PV. Support for mentors is essential to ensure program success. Each program must employ a program coordinator for mentors to contact for feedback and advice. To the extent possible, the program coordinator should have frequent contact with the parents or guardians, volunteers, and youth and provide assistance when it is requested or as problems arise. Periodic feedback from mentors and mentees should be obtained, especially during the first 2 months of the relationship. Mentors should receive training prior to being matched with a youth and at specific intervals during their participation in the program. This training should include communication and limit-setting skills, tips on relationship building, and recommendations on best ways to interact with youth.
 7. Mentor/Mentee Relationships and Activities. There should be a high level of contact between the volunteer and youth at least once per week for 1 hour, and the commitment by the volunteer should be for at least 1 year. Mentors should focus on being a friend and not a teacher or preacher.

Applicants must assure that projects operated in secondary schools will provide mentees with a variety of activities, including an opportunity to spend time or participate in the work environment, witness job skills useful for obtaining employment, obtain assistance with homework, and be exposed to positive new experiences. These youth should also receive emotional support. Projects involving elementary school age children should include such activities as academic assistance, exposure to positive new activities, and emotional support. Projects should assure that mentors and mentees can meet in safe, secure, and mutually convenient locations.

Evaluation Methods and Processes

Evaluation is critical to ensuring that the mentoring program is operating as designed and meeting its goals in terms of both the process and the impact on the mentee. The program must collect data on program operations and program effectiveness in reducing juvenile delinquency and gang participation, improving academic performance, and reducing the school dropout rate. OJJDP is required by Congress to submit a report regarding the success and effectiveness of these programs 120 days after the programs' termination. Consequently, programs funded under JUMP must be capable of providing this information and must provide written assurance that they will participate in a national program evaluation. Applicants selected for funding under this mentoring program will be provided with an evaluation manual that has been specifically developed for OJJDP. The JUMP program evaluation manual will include data collection procedures and the national evaluation program requirements.

Additional Application Requirements

Applicants with existing mentoring programs must provide data on the number of youth in the ongoing project; the number of active matches originally planned; the number of existing matches at the time of submission of this application; and an outline of the strategy currently being used to recruit, screen, conduct background checks, train, and maintain mentors and youth.

Applicants should address how their program either currently complies with these guidelines or will comply with them in the future. Applicants must demonstrate that they have or will create an infrastructure capable of fully supporting their program.

All applicants must submit written documentation and specify that they have the support of a school. If the applicants have an existing relationship with an LEA, this should be explained and assurances must be provided that this relationship will continue. Where appropriate, similar documentation from public agencies, community groups, and businesses that might be directly involved must also be provided.

If the project has been evaluated, results should be reported and a summary of the evaluation provided as an appendix.

Applicants must provide a 3-year (36 month) workplan with a timeline that specifies all program activities to be accomplished in the first, second, and third years of the program.

Staffing/Budget

Applicants shall provide a 36-month budget with a detailed justification for all costs, including the basis for computation of these costs. Whether the school or an eligible public/private nonprofit group is the primary applicant, it is suggested that one full-time staff coordinator oversee up to 60–70 matches. In addition, a second individual, either a volunteer, paid, or assigned employee, should generally be expected to devote at least 6–7 hours a week to this project. Allocation of \$75 per mentoring match per year to cover incidental expenses is also recommended. Program funds cannot be used directly to compensate mentors except for reimbursement for reasonable incidental expenses, such as transportation, that are directly associated with the mentoring program.

Applicants must provide an Internet address or include a line item in their budget for Internet setup.

There will be two cluster meetings held during the 3-year project period. Applicants shall budget for the costs for the JUMP Coordinator and one other key staff person to attend two meetings lasting a day and a half each in the first and third project years. These meetings will be held in Washington, D.C., for the purpose of reviewing program implementation, evaluation, and any other related programmatic concerns.

Products: If appropriate, applicants should describe what written materials they will produce and how materials may be useful to their own program participants and others hoping to replicate their efforts.

Eligibility Requirements: Applications are invited from local education agencies and public/private nonprofit organizations that can demonstrate knowledge of and/or experience with mentoring programs, volunteers, and youth. When an LEA is the primary applicant, it must enter a partnership with a public or private agency or a public/private nonprofit agency. Likewise, a public/private nonprofit agency that applies as a primary applicant must partner with the LEA. National organizations are not eligible for these funds. Applicants awarded FY 1994 and 1995 OJJDP JUMP Program funds are not eligible for FY 1996 funding.

Selection Criteria: Applications will be rated by a peer review panel on the extent to which they meet the criteria below.

Problem(s) To Be Addressed (15 points)

The applicant clearly identifies the need for this project, describes the target population, and documents that it meets statutory requirements for focusing on at-risk and delinquent youth in a community where at least 60 percent are eligible for Chapter 1 funds and that the target area has the characteristics needed for an effective mentoring program.

In addressing this requirement, applicants must provide data on (1) existing school dropout rates; (2) teenage pregnancy rates; (3) the serious and violent juvenile crime rate; (4) gang activity in the target area; (5) juvenile arrest data; (6) drug use and sales; and (6) other indicators of risk factors in the target area, such as poverty, unemployment, and neighborhood disintegration.

Goals and Objectives (10 points)

The overall goal for the project is clearly related to the problems of at-risk youth in this targeted community. The objectives are clearly defined, measurable, and obtainable.

Project Design (30 points)

The project design is sound and contains program elements directly linked to the achievement of the project objectives. The applicant explains in clear terms how the mentors and mentees will be recruited, screened, trained, and matched to achieve their mentoring program and how other resources and individuals will be used to implement the mentoring program in the community. The applicant includes a partnership agreement between the private nonprofit organization and the LEA. The applicant provides a workplan with a timeline that indicates significant milestones in the project, due dates for products, and the nature of the products to be submitted.

Management and Organizational Capability (35 points)

The project's management structure and staffing are adequate to complete the project successfully. The applicant demonstrates that the project will be appropriately staffed. Collaborative relationships are established in writing and clearly document the responsibilities of the representative partners. The applicant organization's potential to conduct the project successfully and its history of working with volunteers and youth are documented.

Budget (10 points)

Budgeted costs are reasonable, allowable, and cost effective for the activities proposed.

Award Period: Grantees selected for award will be funded for a 3-year project period.

Award Amount: OJJDP is limiting the amount of individual awards to a maximum of \$190,000 for a total project and budget period of 3 years. The total amount of funds for the JUMP program in FY 1996 is \$4,000,000.

Delivery Instructions: All application packages should be mailed or delivered to the Office of Juvenile Justice and Delinquency Prevention, c/o Juvenile Justice Resource Center, 1600 Research Boulevard, Mail Stop 2K, Rockville, MD 20850; 301-251-5535. Note: In the lower left-hand corner of the envelope, you must clearly write "Juvenile Mentoring Program."

Due Date: Applicants are responsible for ensuring that the original and five copies of the application are received no later than 5 p.m. EDT on September 20, 1996.

Contact: For further information call Travis Cain or Cora Roy, Program Managers, Special Emphasis Division, 202-307-5914, or send an e-mail inquiry to travis@ojp.usdoj.gov or royc@ojp.usdoj.gov.

References

- Caliber Associates. OJJDP Juvenile Justice Mentoring Program Evaluation Workbook. Washington, DC: U.S. Department of Justice, Office of Justice Programs, Office of Juvenile Justice and Delinquency Prevention, December 1995.
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Evaluation of the Juvenile Mentoring Program (JUMP)

Purpose: To assess the effectiveness of 41 juvenile mentoring programs funded by OJJDP with Fiscal Year 1994 and 1995 funds and 6 additional juvenile mentoring programs funded through OJJDP's SafeFutures initiative in Fiscal Year 1995. The recipient of this award also will provide technical assistance to juvenile mentoring programs that receive Fiscal Year 1996 funds.

Background: The Juvenile Mentoring Program (JUMP) was established in 1992 through an amendment to the Juvenile Justice and Delinquency Prevention (JJDP) Act of 1974 (Public Law 93-415), as amended. Congress made annual appropriations of \$4 million for JUMP in each of FY's 1994, 1995, and 1996. Of the \$8 million appropriated for FY's 1994 and 1995, \$1 million was awarded to the six SafeFutures sites for juvenile mentoring programs. The goals of JUMP are to reduce juvenile delinquency and gang participation, improve academic performance, and reduce school dropout rates.

In July 1995, OJJDP competitively awarded grants to 41 recipients of up to \$180,000 each for a 3-year project period. More than 500 local education agencies, in partnership with nonprofit public or private agencies, institutions, or businesses, applied for these grants. Programs funded under the JUMP initiative link at-risk children, particularly those living in high-crime areas and experiencing educational failure, with responsible, working adults. The programs also accomplish one or more of the following objectives:

- Provide general guidance to at-risk youth.
- Promote personal and social responsibility among at-risk youth.
- Increase participation of at-risk youth in—and enhance their ability to benefit from—elementary and secondary education.
- Discourage use of illegal drugs and firearms and involvement in violence and other delinquent activity by at-risk youth.
- Encourage at-risk youth's participation in service and community activity.

To provide for the timely initiation of evaluation activities, OJJDP tasked its management evaluation contractor, Caliber Associates, to design an evaluation and prepare for initial data collection. Caliber produced a workbook containing an overview of the JUMP initiative and the national evaluation, and defining the roles of OJJDP, the evaluator, and JUMP grantees. Caliber also developed data collection instruments, procedures, and schedules for administering the instruments and submitting the data.

With the funding of this evaluation program, Caliber will have introduced all grantees to the evaluation requirements and conducted a pilot test. Grantees will have received, reviewed, and commented on the workbook, and the data collection instruments will have been pilot tested in five sites. Pilot testing will include grantee administration of the data collection instruments, site visits by Caliber to each of the pilot sites to note any grantee concerns about the data collection, analysis of the data, completion of a report to OJJDP, and followup interviews with participating grantees. Caliber will also help coordinate the transition to the evaluation grantee.

Goals: The goals of this evaluation are to assure that the mentoring program is operating as designed and determine whether the mentoring program is meeting its goals, including program processes and outcomes for mentees, such as academic performance and behavior.

Objectives: The objectives of this evaluation are:

1. To assist grantees as needed in preparing for data collection and using the evaluation data collection forms developed for OJJDP.
2. To clean and correct the data from each JUMP project, to analyze those data, and to provide a useful analysis of each project.
3. To prepare an overall report on the implementation and outcome of JUMP projects and the success and effectiveness of these programs.

Program Strategy: The evaluation grantee will guide the 41 existing JUMP grantees and the 6 juvenile mentoring grantees funded under the SafeFutures Program through the startup of the data collection phase. The evaluation grantee will be responsible for coordinating the data collection, providing technical assistance to the JUMP grantees during the data collection, gathering data collected by the JUMP grantees, and conducting analyses that will answer the questions associated with the JUMP goals and other objectives being accomplished at the program level, as discussed in the Background section. In addition to an outcome study, the evaluation will include a process component. Applicants should be prepared to fully address both types of evaluation in the grant application.

The evaluation of the JUMP program will be accomplished through a partnership effort among the JUMP grantees, OJJDP, and the JUMP evaluation grantee. This partnership will be critical to evaluation in the six SafeFutures sites because of the complexity of the overall SafeFutures evaluation.

Products: The JUMP evaluation grantee will prepare special quarterly reports and summary annual reports. They will be developed using data and information collected and forwarded to the JUMP evaluation grantee by the JUMP grantees. The reports will be provided to the JUMP grantees to provide continuous feedback on grantee progress.

The JUMP evaluation grantee will provide OJJDP with special reports designed to meet congressional reporting requirements.

Eligibility Requirements: OJJDP invites applications from public and private agencies, organizations, institutions, or individuals. Applicants must demonstrate that they have experience designing and implementing process and outcome evaluations. Private, for-profit organizations must agree to waive any profit or fee. Joint applications from two or more eligible applicants are welcome, as long as one is designated primary applicant and any others co-applicants.

Selection Criteria: Applicants will be evaluated and rated by a peer review panel according to the criteria outlined below.

Problem(s) To Be Addressed (15 points)

Applicants must include a clear and concise statement of the problem. They should also discuss how to coordinate and manage the evaluation to achieve evaluation objectives and overcome potential problems associated with process and outcome evaluations.

Goals and Objectives (10 points)

Applicants must define goals and objectives for coordinating and managing this evaluation program that are clear, measurable, and attainable.

Project Design (30 points)

Applicants must present a clear work plan for the conduct of these evaluations and the formulation of a strategy to carry out this evaluation. The work plan must be sound, feasible, and capable of achieving the objectives set forth in this solicitation. Possible problems in conducting this type of evaluation and their solutions should be described.

Management and Organizational Capability (35 points)

Applicants' management structure and staffing must be adequate and appropriate for the successful implementation of the project. Applicants must identify responsible individuals, their time commitment, and major tasks. Applicants must document evidence of the organization's ability to

conduct the project successfully. Organizational experience with evaluation of programs for youth in the juvenile justice and child welfare or social service system is recommended. Key staff should have significant experience with evaluation. They must demonstrate the ability to work effectively with practitioners in data collection and analysis issues and other requirements of the project. Staff résumés should be attached as part of the appendixes.

Budget (10 points)

Applicants must provide a proposed budget that is complete, detailed, reasonable, allowable, and cost effective in relation to the activities to be undertaken.

Format: The narrative must not exceed 25 pages in length (excluding forms, assurances, and appendixes) and must be submitted on 8 1/2- by 11-inch paper, double-spaced on one side of the paper in a standard 10- or 12-point font.

Award Period: This project will be funded for 24 months in two 12-month budget periods. Funding after the first budget period depends on grantee performance, availability of funds, and other criteria established at the time of award.

Award Amount: Up to \$150,000 is available for the first 12-month budget period.

Delivery Instructions: All application packages should be mailed or delivered to the Office of Juvenile Justice and Delinquency Prevention, c/o Juvenile Justice Resource Center, 1600 Research Boulevard, Mail Stop 2K, Rockville, MD 20850; 301-251-5535. Note: In the lower left-hand corner of the envelope, you must clearly write "Evaluation of the Juvenile Mentoring Program (JUMP)."

Due Date: Applicants are responsible for ensuring that the original and five copies of the application package are received by 5 p.m. EDT on September 20, 1996.

Contact: For further information call Eric Peterson, Program Manager, Research and Program Development Division, 202-307-5929, or send an e-mail inquiry to eric@ojp.usdoj.gov.

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Beiswinger, G. L. *One to One: The Story of the Big Brothers/Big Sisters Movement in America*. Philadelphia, PA: Big Brothers/Big Sisters, 1985.

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Safe Kids/Safe Streets—Community Approaches To Reducing Abuse and Neglect and Preventing Delinquency

This solicitation is the result of a collaborative effort among the offices and bureaus of the Office of Justice Programs (OJP). Acknowledging the correlation between child abuse and neglect and later violent delinquency and the need to improve system response, OJP set out to create a single program aimed at helping to break the cycle of early childhood victimization and later juvenile or adult criminality. Each of the OJP bureaus has in the past separately initiated programs in the area of childhood victimization. We of OJP are therefore particularly proud to be part of this unique partnership which, for the first time, pools the resources, experience, and expertise of all the OJP agencies.

The funding partners are: the Office of Juvenile Justice and Delinquency Prevention, the Executive Office for Weed and Seed, and the Violence Against Women's Grants Office. Additional support is being provided by the Bureau of Justice Assistance, the Bureau of Justice Statistics, the National Institute of Justice, and the Office for Victims of Crime. See Appendix A (p. 47) for a history of this partnership; Appendix C (p. 53) describes OJP's bureau contributions.

Safe Kids/Safe Streets—Community Approaches To Reducing Abuse and Neglect and Preventing Delinquency

Purpose: To reduce juvenile delinquency by helping break the cycle of child and adolescent abuse¹ and neglect, thereby substantially reducing child maltreatment and fatalities and improving outcomes for children and families.

Background: Reports of child victimization, abuse, and neglect in the United States are daunting. In 1992 there were an estimated 2.2 million violent victimizations (murder, rape, robbery, assault) of children under age 18 (Snyder and Sickmund, 1995). Abuse statistics are similarly shocking. In 1994 alone an estimated 3.1 million children were reported to public welfare agencies for abuse or neglect. More than 1 million of those children were substantiated as victims (Wiese and Daro, 1995). Most often the abuse is inflicted by someone the child knows (Greenfeld, 1996), and the abuser is frequently a family member (Snyder, 1994).

Numerous studies cite the connection between abuse or neglect of a child and later development of violent and delinquent behavior (Thornberry, 1994; Wright and Wright, 1994; Widom, 1992). Research also suggests the efficacy of preventing abuse and neglect. David Olds of the University of Colorado Health Science Center has shown that prenatal and infancy home visits by nurses resulted in an 80-percent reduction in the rates of child maltreatment among at-risk families (Olds, 1986). This supports two assumptions that form the basis for many of the family strengthening strategies in use today. The first is that—given means to do so—most adults will provide safe homes for their children. The second is that one of the best ways of preventing delinquency and crime is to foster strong, nurturing families.

Understanding what can and should be done—and even enacting legislative mandates—does not mean that suitable and effective programs automatically become available. Indeed, although mental health services have been brought to victimized youth in juvenile court and programs such as parenting education and self-help groups for abusive parents have become more wide-spread, many single-strategy programs are of limited effect. To effect meaningful change, sustained multicomponent interventions are needed.

Complicating the problem of abuse by individuals is the manner in which children and adolescents are handled by the foster care and juvenile justice systems. In particular, minority children and adolescents are overrepresented in the foster care system in comparison with

1. Abuse refers to physical, sexual, or emotional abuse of children and adolescents, including their witnessing of domestic violence or abuse.

white child and adolescent victims of abuse and neglect (Folarn and Hess, 1993; Saunders et al., 1993; Walker et al., 1991; and Williams, 1989). Likewise, abused minority children disproportionately end up under the purview of the juvenile justice system, whereas troubled white children are provided support and services through the child welfare system. (One study, for example, found that older black children—12 and up—who were physically abused were less likely than other children their age to have their situations investigated by child protective services [Sedlack, 1993].)

Goals: To encourage localities to restructure and strengthen the criminal and juvenile justice systems to be more comprehensive and proactive in helping children and adolescents and their families who have been or are at risk of being abused and neglected; to implement or strengthen coordinated management of abuse and neglect cases by improving policy and practice of the criminal and juvenile justice systems and the child welfare, family services, and related systems; and to develop comprehensive communitywide, cross-agency strategies to reduce child and adolescent abuse and neglect and resulting child fatalities.

Program Strategy: This solicitation is directed toward urban, rural,² and tribal communities that are engaged in integrated, communitywide plans to ameliorate child abuse and resulting fatalities. The solicitation outlines a comprehensive program with four major components: (1) system reform and accountability, (2) continuum of services to protect children and support families, (3) data collection and evaluation, and (4) prevention education. Because of the challenging nature of the program, applications are invited only from jurisdictions that can demonstrate (1) a readiness and commitment to undertake system reform, (2) progress in assessing and addressing abuse and neglect, (3) the existing capacity to effect this major enterprise through a communitywide collaborative,³ and (4) the existence of policies and/or legislation that promote unified or family court approaches, encourage innovative reform of the justice and child welfare systems, and strengthen coordination between and integration of the two systems. It is important to understand that applications should not describe a completely new effort proposed solely for this solicitation. Instead, proposed programs are to be

2. Rural is defined here as a State that has a population density of 52 or fewer persons per square mile or a State in which the largest county has fewer than 150,000 people, based on the decennial census of 1990 through fiscal year 1997. Rural States are Alaska, Arizona, Arkansas, Colorado, Idaho, Iowa, Kansas, Maine, Montana, Nebraska, Nevada, New Mexico, North Dakota, Oklahoma, Oregon, South Dakota, Utah, Vermont, and Wyoming. The following are eligible: all States on behalf of rural jurisdictions, Indian tribal governments, local governments of rural States, and public and private entities of rural States. (The definition of a rural jurisdiction within a nonrural State is determined by the State.)

3. The communitywide collaborative must have representation, commitment, and participation from all relevant stakeholders. This includes policymakers, decisionmakers, and frontline workers from law enforcement, education, prosecution, the courts, child welfare, health, and family services. Other key stakeholders are families and able victims, resource experts, community and neighborhood organizations, and religious institutions.

firmly centered within larger community-based initiatives⁴ or plans underway in the applicant jurisdiction. Finally, applicants are encouraged to leverage this grant with other new or reallocated public/private funding.

Target Population: The target population for this program includes (1) children and adolescents at risk of abuse and neglect, (2) children and adolescents identified as abused and neglected, (3) abused and neglected children among the troubled and delinquent youth populations who had not previously been so identified, and (4) supportive family members for the first three groups.

Program Elements:

I. System Reform and Accountability. Jurisdictions are to engage in significant reforms to improve policies, practices, and services of the justice, child welfare, family services, and other related systems in preventing, identifying, and intervening in abuse and neglect cases; improving outcomes for abused children and adolescents and their families; and improving the accountability of offenders. Critical to that effort is comprehensive, ongoing, cross-discipline training. Practitioners especially, but also administrators and policymakers, need to be sensitized to the barriers to successful outcomes and knowledgeable about child development and abuse and neglect issues.

The objectives of this program element are:

- A. To increase the ability of the multiple systems⁵ that interact with children, adolescents, and their families to prevent, identify, investigate, manage, and treat abuse and neglect and to ensure the accountability of offenders.
- B. To improve the ability of courts to effectively and productively adjudicate all cases relating to the abuse and neglect of children and adolescents.
- C. To improve the communication and relationships among citizens, the police, child protective workers, other professionals who deal with abuse, and the courts through the development of innovative partnering approaches, especially community policing.

4. Programs are to be firmly centered within larger community-based initiatives. Examples would include the Weed and Seed program, the Comprehensive Communities Program, Family Support and Preservation Plans, State Court Improvement Program, SafeFutures, Project PACT (Pulling America's Communities Together), HopeVI, OJJDP's Title V and Challenge Grant demonstrations, New Futures, Cities In Schools, and the projects of the National Funding Collaborative on Violence Prevention.

5. At a minimum, these systems are the justice, child welfare, family services, medical, mental health, and education systems.

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- D. To ensure the existence and effectiveness of nonstigmatizing community mechanisms for identifying and delivering services to victims and to those at risk of either abusing or being abused.
 - E. To promptly identify and assess needs of victimized and at-risk children and adolescents and their families.
 - F. To strengthen the capabilities of professionals at all levels of the agencies responding to abuse and neglect and to ensure that the community's policymakers, agency and program administrators, and especially its practitioners are representative of the whole community and reflect the ethnic and cultural backgrounds of the children and families they serve.

II. Continuum of Services To Protect Children and Support Families. Jurisdictions are to develop and/or strengthen a continuum of family strengthening and support services targeting adjudicated and at-risk children and their families to ensure the safety of children and adolescents and to provide support to their families in meeting the developmental needs of their children.

The objectives of this program element are:

- A. To identify gaps in providing a full range of identification, assessment, mental health, victim assistance, and family support services.
- B. To develop, initiate, or expand needed services, especially prevention and early intervention programs such as home visitation.
- C. To improve the delivery and expansion of services to underserved and rural areas through the use of new technologies, trained practitioners, and satellite offices.
- D. To identify ways that current services and resources can be redeployed, public and private funding reallocated, and other resources leveraged to support at-risk children, adolescents, and families.
- E. To identify and make use of grassroots organizations, religious institutions, and informal networks such as extended families in the assessment and delivery of family services.
- F. To amend policies and practices that prevent the community from implementing the prior objectives.

III. Data Collection and Evaluation. Jurisdictions are to ensure that quality data are collected and used, that a local evaluation is conducted, and that collaboration with both other sites and a national evaluation grantee is undertaken. Jurisdictions are also to ensure the compatibility of the data collected on the various components of the justice, child welfare, and other involved systems as well as on the family. The exchange of such data among system components should be fostered to achieve expedient yet complete adjudication of abuse and neglect cases. Collaboration for the evaluation should include adjustments in data collection and evaluation protocols that will permit measurement of processes and outcomes across sites, where this is possible.

The objectives of this program element are:

- A. To improve information sharing across systems and agencies relative to the management of abuse and neglect cases and to put into effect uniform data collection standards and shared measures for reporting and intake.
- B. To conduct a local evaluation of practices and outcomes to determine whether a communitywide, interdisciplinary response is making a positive difference for victims and their families and to evaluate the effectiveness of providing prevention and early intervention services tailored to families' particular needs.
- C. To implement assessment protocols for determining system strengths and weaknesses.
- D. To participate fully in a national evaluation of this program.

IV. Prevention Education and Public Information. Jurisdictions are to conduct broad-based, multimedia information and prevention education campaigns to increase general awareness of how to report abuse and prevent harm to children, acquaint community residents with services and initiatives resulting from the program, and educate current and prospective parenting adults about behaviors that can indicate or trigger abuse, and about nonviolent, nurturing ways to manage child behavior.

The objectives of this program element are:

- A. To educate community residents, particularly current and prospective parenting adults; enlarge their understanding of abuse and neglect; equip them with strategies and tools to positively manage their responses to internal and external triggers of abuse; and assist them in reporting suspected abuse.
- B. To decrease community tolerance of abuse and neglect and increase the capacity of the community to support child and adolescent victims and their families.

Products: During the planning phase, applicants are to develop the following products:

- Training and technical assistance plan. Based on assessment of training needs among personnel in the justice, child protection, education, and youth services systems, funded sites are to develop multiagency training plans that (1) identify the people and professions to be trained; (2) outline a curriculum covering cultural considerations in policy and practice, recognition of abuse and neglect, the importance of comprehensive diagnosis and treatment of children and adolescents involved with the justice system, cross-discipline instruction, and sensitive interaction with child and adolescent victims and their families; and (3) list followup resources and technical support.
- Management information system (MIS) plan. In conjunction with the national evaluator, selected sites are to (1) develop and agree upon specifications for a single, cross-agency MIS and variables to measure across selected sites and (2) develop an MIS implementation plan.
- Interim evaluation report. Selected sites are to prepare interim evaluation reports every 6 months describing progress on process, outcome, and impact measures.

Eligibility Requirements: This solicitation is open to all communities.⁶ Local units of government, States agencies, and nonprofit agencies may apply on behalf of a community that does not qualify as a unit of local government or combination thereof, to serve as the applicant agency of a community collaboration. Preference will be give to communities with an operating children's advocacy center or other child-centered multidisciplinary program designed to improve the community's response to abuse or neglect, to communities with a Court Appointed Special Advocates (CASA) program or similar child advocacy program, and to communities that contain a Weed and Seed neighborhood.

At least one award each will be made to a qualifying community with a Weed and Seed site and to a qualifying rural or tribal community.

Selection Criteria: All applicants will be evaluated and rated based on the extent to which the applications meet the criteria outlined below.

6. A community is any set of contiguous neighborhoods within an urban area or one or more adjacent counties, towns, townships, parishes, villages, or other general purpose subdivision of a State that share a preponderance of interests, needs, services, and governance structures as related to the investigation, prosecution, and treatment of child abuse and neglect. See footnote #2 for definitions of eligible rural and tribal applicants.

Problem(s) To Be Addressed (15 points)

Outline the scope and nature of child and adolescent abuse and neglect in the applicant jurisdiction and describe the applicant community and the target population. Provide justification for the proposed effort based on a community assessment process. Delineate and prioritize the major issues related to ameliorating abuse and neglect within the applicant community. These might include, for example, ethnic and cultural considerations, identification and assessment, availability of services, and case management processes. Discuss the problems of communitywide/cross-agency collaboration and demonstrate that the applicant has both engaged the appropriate stakeholders in its planning process and possesses a clear understanding of the processes, supports, and impediments to community collaboration.

Goals and Objectives (15 points)

Outline the applicant's vision for ameliorating abuse and neglect, describing how the involved systems and agencies will operate upon conclusion of the planning and implementation phases. Provide goals and specific measurable objectives for the planning process. At a minimum, these objectives will address the priority issues delineated in the Problem(s) To Be Addressed section, the solicitation's goals, program elements and objectives, and the planning process as it supports achievement of the solicitation's goals and objectives.

Project Design (15 points)

1. Describe the intended planning process and detail the major activities that will be undertaken in the development of the implementation plan. Include a timeline of major planning period events in Appendix F (discussed below). Describe how proposed plans will build on and/or fit within current and past communitywide planning processes to achieve the solicitation's objectives. (Sites containing Weed and Seed neighborhoods, for example, are to show how their plans make use of Weed and Seed strategies to address child/adolescent abuse and neglect communitywide.⁷) For all applicants this can be shown in a number of ways:
 - Expanding existing interagency agreements to include the additional stakeholders needed to address child and adolescent abuse and neglect.
 - Developing community policing efforts aimed at preventing, identifying, and intervening in child and adolescent abuse and neglect cases.
 - Creating or expanding targeted programs to protect children and adolescents.

7. Although Weed and Seed efforts are directed at discrete neighborhoods within a larger community, efforts to reduce abuse and neglect need the cooperation of systems and personnel located outside those neighborhoods.

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2. Describe in detail (activities, responsibilities, due dates) plans to develop the required products described above or current progress in developing the products.
 3. Indicate how proposed plans address or will address the multiethnic, multicultural, and gender-specific considerations for meeting the needs of abused and at-risk children, adolescents, and their families. The description should convey a clear understanding of those considerations and issues.
 4. With respect to data collection and evaluation, selected sites will work with the national evaluator to identify specific variables or indicators by which to measure process, performance, and outcomes of the whole initiative and of selected component programs. The set of measures will include some variables that can be compared across sites. In this section each site is to describe how it proposes to work with the national evaluator to develop the variables.

Applicants are also to describe how they intend to evaluate their efforts. The purpose of the local evaluation is to document through qualitative and quantitative measures the implementation processes and key factors affecting success and the efficacy of specific program components and to determine the impact of the program.

Management and Organizational Capability (30 points)

Applicants should use this section to describe a sound governance structure capable of carrying out the proposed initiative and to demonstrate the following:

1. Readiness to reform. Discuss the community's history of collaboration and planning as it addressed or addresses abuse and neglect. Include a description of the participants, major milestones, and the process of assessment. Clarify what has been done, what is in process, and what remains to be done. Note any training or technical assistance that has been received.
2. Capacity to sustain and build a community collaborative.⁸ Demonstrate the existence, viability, and accomplishments to date of multidisciplinary arrangements whereby various agencies in a jurisdiction are working cooperatively or collaboratively to

8. Applicants should note that collaboratives differ from coordinated or cooperating groups in that members of a collaborative share responsibility, accountability, and resources. In this instance a communitywide collaborative will extend and institutionalize multidisciplinary practices across all the systems that prevent, intervene in, or treat child abuse and neglect (or have the potential to do so). Core systems in such a collaborative are justice, child welfare, and family services. Additionally, communitywide responses to child abuse and neglect should also involve school systems, religious and private charitable organizations, community-based agencies, abuse victims and their families, the media, and informal family support mechanisms.

improve the community's response to child abuse and neglect. Descriptions should answer the following questions:

- How does the group make decisions?
- How often has it met?
- How are responsibilities divided among members?
- How does the group carry out its activities?
- What resources does the group manage?
- What are the sources of those resources?
- To what individual in what agency is the group responsible?
- What authority does the group have?

Applicants also must document that the collaborative or cooperative groups represent all the relevant stakeholders⁹ needed to reduce the incidence of abuse and neglect in the community. The documentation should provide answers to the following questions:

- Who are members of the group?
- How are members selected?
- What constituency does each member represent?
- What are the roles and responsibilities of each group member?

Finally, jurisdictions are to identify and include, in the planning and implementation phases, atypical resources and stakeholders including grassroots organizations, local bar associations, religious institutions, and local chapters of national organizations such as, but not limited to, the National Parent-Teachers Association, the Congress of National Black Churches, the Junior League, the Boys & Girls Clubs, the National Urban League, 4-H Clubs, and the National Coalition of Hispanic Health and Human Services.

3. Evidence of favorable policies and/or legislation. Characterize the political and administrative environments and give evidence of political or administrative support for the proposed community-based planning effort to combat child abuse and neglect. Give examples of actual favorable policies or legislation in Appendix D (discussed below).
4. Evidence of economic well-being. Establish either the existence of a sound local economy or the current infusion of substantial public and/or private resources to

9. Stakeholders for this purpose are those parties who (a) are decisionmakers or influence makers, (b) are likely to be affected by decisions (especially able victims and their families and frontline workers), or (c) have specific, needed expertise.

improve the community's economy. The latter could be shown through designation as an Enterprise Community/Empowerment Zone.

In demonstrating that the collaborative and governance structures form an infrastructure capable of carrying out the project outlined in this solicitation, applicants are also to:

- Identify the roles and responsibilities of each involved agency, committee, board, or other entity and explain its relationship to the overall effort.
- Name and describe the capabilities and experience of all staff and consultants who will play lead roles in managing the planning effort. Include résumés of key personnel in Appendix E (discussed below).
- Indicate the percentage of time for each named staff or consultant.
- Describe the management practices that will be used to evaluate program progress and to ensure corrective action.

Budget (10 points)

Applicants are to provide a budget that is reasonable, allowable, and cost effective in relation to the activities proposed; identify all costs and justify them in the budget narrative; and explain specifically how costs are determined. Applicants are also to identify all assistance that will be used to leverage this award, indicating the source and amount of funds.

Applicants from rural or tribal communities (refer to footnote #2) are to budget for up to \$425,000 for planning and implementation activities for the initial 18-month budget period, while urban applicants are to budget for up to \$925,000. For each budget, up to \$75,000 is to be designated for planning. However, with appropriate justification and demonstrated need, additional funds may be requested for planning activities. Once the planning phase has been completed and the plan approved, the balance of implementation funds for the initial budget period will be released.

Applicants are to provide specific and detailed planning budget figures and supporting budget narrative. The remainder of the award funds (\$350,000 for rural/tribal communities and \$850,000 for urban communities) should be designated for implementation activities. OJP recognizes that the implementation portion of the budget will need to be preliminary because the selected jurisdictions will develop detailed implementation budgets during the planning phase. The budget narrative must clearly and comprehensively describe the activities and strategies proposed and the persons or agencies responsible for its implementation.

For both the planning and implementation portions of the budget, applicants are to (1) include component project budgets from each of the participating agencies or groups, (2) show how award funds will be distributed to members of the applicant group in concert with the overall proposal, and (3) account for travel funds to enable two to three people to attend up to three meetings with the funding agencies and other funded sites during the planning period and up to two each year during the implementation phase. Given the complexity of the solicited program, it is suggested that applicants assign one experienced, high-level person full time to manage the planning collaborative. Applicants should also allocate funds to enable one or more persons within the core systems to devote substantial time to coordinating efforts within their respective agencies. Similar initiatives have found the use of an outside facilitator essential to keeping the planning process moving.

As further evidence of commitment and capability, applicants are encouraged to leverage this award with other funds. Preference will be given to communities that leverage this award and that describe how they would similarly leverage the implementation award. The applicant must show the amount and source of any leveraged money commitments and note whether the funds are reallocated or new. Reallocated funds can be local, State, or other Federal funds directed to this initiative. Sources of leveraged funds might include local taxes, public funds, alcohol and other drug prevention monies, Family Preservation and Support grants, family violence grants, youth development funds, and others.

Appendixes (15 points)

To help gauge the likelihood of grantee success, applicants are to submit the following appendixes as evidence of their readiness and potential:

Appendix A. Resource directory. This is a listing of local services to children and adolescents and their families in the area of child abuse and neglect. At a minimum, it has provider names, addresses, phone numbers, and a brief description of the services offered.

Appendix B. Cross-system protocols. These are interagency agreements and protocols outlining a multidisciplinary approach to the investigation and prosecution of child abuse and neglect cases, case management and tracking, and provision of services and treatment to child and adolescent victims and their families. At a minimum, such agreements will be among the police department, the child welfare system, the prosecutor's office, and the appropriate medical and mental health agencies. Agreements and protocols that include the criminal and juvenile courts, the offices of the corporation counsel,¹⁰ the prosecutor, the school system, and victim's services and advocates will further enhance the application. (To meet page limitations, applicants may provide a bibliography of protocols and interagency agreements that includes date(s) of agreement/effective date(s) and selected, relevant pages as evidence of the applicability of the documents to this effort.)

¹⁰This office is referred to under various names. In some jurisdictions it is known as the civil prosecutor's office. What is meant is the office that typically handles family court and domestic relations matters.

Appendix C. Statement of collaborative application. It is imperative that the plan be a mutual submission by all stakeholders. As evidence, submit a statement asserting that each party signing was substantially involved in the development of the plan. The statement must contain each person's original signature, typed/printed name, address, telephone number, and affiliation (title and agency or role—e.g., parent, block leader).

Appendix D. Evidence of favorable policies and/or legislation. Applicants are to document the existence of a favorable climate by listing current agency policies or local or State legislation that aids interagency, communitywide collaboration in regard to abuse and neglect or related issues. As with Appendix B, applicants may choose to do this by providing a bibliography of policies and legislation that includes effective date(s) along with selected, relevant pages.

Appendix E. Key staff résumés. Include résumés or brief descriptions of the relevant experience of key staff named in the "Management and Organizational Capability" section.

Appendix F. Timeline of major project activities.

Format: The narrative must not exceed 25 pages in length (excluding forms, assurances, and appendixes) and must be submitted on 8 1/2- by 11-inch paper, double-spaced on one side of the paper in a standard 10- or 12-point font. Appendixes B-F in total cannot exceed 20 pages.

Award Period: This project will be funded initially for an 18-month budget period for Phase I of a 66-month project period. Funding in the second and subsequent budget periods will depend on grantee performance, availability of funds, and other criteria established at the time of the award.

Award Amount: Up to \$2.7 million is available for three to six cooperative agreements. The initial awards will range from approximately \$425,000 (rural/tribal sites) to \$925,000 (urban sites) each for an initial 18-month budget period of a 66-month project period. Once the

planning phase has been completed and the plan approved, the balance of implementation funds for the initial budget period will be released.

The amount of implementation funds to be awarded under future budget periods is contingent upon the quality and viability of implementation plans, compliance with the terms and conditions of the grant award, the amount of leveraged funds available for implementation, and the availability of funds for award under this program.

Delivery Instructions: All application packages must be mailed or delivered to the Office of Juvenile Justice and Delinquency Prevention, c/o Juvenile Justice Resource Center, 1600 Research Boulevard, Mail Stop 2K, Rockville, MD 20850; 301-251-5535. Note: In the lower left-hand corner of the envelope, you must clearly write “Safe Kids/Safe Streets—Community Approaches To Reducing Abuse and Neglect and Preventing Delinquency.”

Due Date: Applicants are responsible for ensuring that the original and five copies of the application package are received by 5 p.m. EDT on September 9, 1996.

Contact: For further information call Robin V. Delany-Shabazz, 202-307-9963, or send an e-mail inquiry to delany@ojp.usdoj.gov.

Appendix A—Genesis of the Solicitation

Development of this solicitation was begun during the summer of 1995. Acknowledging the correlation between child abuse and neglect and later violent delinquency and the need to redress systemic deficiencies, several offices and bureaus of the OJP set out to create a single program aimed at helping to break the cycle between early childhood victimization and later juvenile or adult criminality. The agencies involved are the Office of Juvenile Justice and Delinquency Prevention (OJJDP), the Executive Office for Weed and Seed, the Violence Against Women's Grants Office, the Office for Victims of Crime, the Bureau of Justice Assistance, the Bureau of Justice Statistics, and the National Institute of Justice.

The first step was to convene a focus group from a range of disciplines including policing, prosecution, children's advocacy, medicine, and psychology to marshal the latest thinking drawn from research, practice, and policy to help outline a solicitation for an effective response to child victimization. OJJDP staff augmented the information obtained through the focus group by conducting additional interviews and administering questionnaires to more than 50 other professionals, parents, and victims.

The respondents concurred in recommending a comprehensive, community-based, and interdisciplinary approach to diminishing the incidence of child and adolescent abuse. Solutions, they said, must be developed from the ground up, albeit with Federal and State assistance, with multi/interdisciplinary teaming making a critical difference in effectiveness and impact. Partnerships among law enforcement, prosecution, the courts, victim advocates and service providers, schools, corrections, hospitals, and especially families were cited as essential to reducing and preventing child and adolescent abuse.

The group identified four core components to any multi/interdisciplinary child and adolescent abuse program, which led to the development of the four major program elements: (1) directing resources to reform and improve community systems to meet the needs of children and families; (2) building a web of strong and responsive community supports; (3) developing seamless systems of data collection, analysis, and evaluation to improve system operation and make systems and programs accountable for results; and (4) advancing public education as an important aspect of prevention. Participants told OJP the following:

It is broken: fix it. Practitioners said, "The systems are broken: they don't need tinkering, they need reform." They urged streamlining and expediting the processing of cases and improving the exchange of information among the dependency, juvenile, and criminal justice systems. Better linkages between the criminal and juvenile justice system and the child welfare system are important to ensure that efforts are not duplicative and that they do not undermine proper disposition of a case or further victimize the abused or neglected child. Similarly, improved coordination and communication among judicial, correctional, child protection, victim assistance, health, and mental health agencies are key to

ensuring that needed health and mental health services are available to victims. Equally critical is ensuring that family members and offenders participate in prescribed, court-ordered rehabilitation and treatment services.

Reform also means orienting children and families to the justice system and keeping them informed of case events, establishing specialized prosecutors and prosecution units dedicated to child abuse and child fatality review teams, promoting police training in community policing techniques relating to child abuse, and initiating retraining and cross-discipline training for all frontline workers. It is also important that all training acknowledge the need for and develop culturally sensitive practices.

Importantly, system reform efforts need to be predicated on official recognition by policy-makers and decisionmakers that child abuse and partner abuse can occur simultaneously within a family and that both are often anchored in a complex constellation of problems—alcohol and substance abuse, teen parenting, joblessness and lack of job skills, homelessness, and other problems. To be effective the response of community systems must be comprehensive. This is another element driving the need to have the multiple service providers collaborate and the need to center the system response on families. Success is also predicated on the meaningful involvement of parenting adults and able victims in the planning, implementation, and evaluation of programs.

Families first. OJP was told that, although system reform was critical, it was only half the solution. Reform, the group insisted, has to be paired with availability of quality services for children, adolescents, and families. They pointed out that, above all, emphasis needs to be put on preventive, family-focused, community-based initiatives. They stressed that succeeding with at-risk and abused children and adolescents requires early identification and comprehensive, individual needs assessments. It also requires quick availability of therapeutic, educational, and family support services. Not only does intervention need to occur early, it needs to continue long after the child's and/or family's formal relationship typically ends with the juvenile, child welfare, or family services agencies. Interventions also need to be culturally relevant, sensitive, and provided in nonstigmatizing ways.

Success also requires better outreach and service provision to rural communities; programs focusing on assisting young men—who may themselves have been victims of child and adolescent abuse—to become better fathers and role models; reemphasis on abused adolescents; and victim assistance services for children and families that inform, prepare, and assist children and their families to participate in the case proceedings. Practitioners underscored the value of the often-overlooked informal networks and support systems that exist in communities (extended families, storefront churches, and grassroots and ad hoc programs). They said these were effective and trusted mechanisms to assist families and abuse victims and advised OJP to insist that formal community institutions learn more about and partner with these nonadversarial supports to extend and supplement their outreach.

Plug the information gap. The group told OJP that communities need to do a better job of gathering and analyzing information on abuse. Simply knowing how many child and adolescent abuse victims there are and what happens to them as they are handed from one system to the next is beyond the capability of many jurisdictions. Thus, a critical strategy is to improve, mechanize, and standardize data collection. This is pivotal for the courts, child welfare systems, probation and intake systems, and abuse reporting agencies (schools, for example) to share information across systems. Such management information systems need to be designed so that jurisdictions, too, can share case information (to improve tracking people who move) and share outcomes and strategies.

The respondents also said, “We need to know what works” and so urged an emphasis on program evaluation. Program evaluation would not be complete, they noted, unless it embraced the consumers’ perspective—that is, unless the viewpoints of victims and their families are taken into account.

Make media a prevention partner. Respondents stressed the importance of public education. Raising community awareness and educating current and prospective parenting adults through mass media are strategies that unify and reinforce the other program elements. An important component of prevention education, they noted, is to institute child rearing education in schools starting at the elementary level. Communities should be innovative in getting information out. They should disseminate materials through police agencies, community organizations, hospital emergency rooms, doctors’ offices, social service offices, clinics, shopping malls, and grocery stores.

Appendix B—Training and Technical Assistance to Sites

During the planning period, current Office of Justice Programs (OJP) and Department of Health and Human Services (HHS) providers of training and technical assistance will be made available to assist the selected sites and to provide them with resources to develop their implementation plan. Among these are the National Council of Juvenile and Family Court Judges (system reform and practitioner training); National CASA Association (victim advocacy, system improvement); the National Network of Children's Advocacy Centers and the Regional Children's Advocacy Centers (training in multidisciplinary approaches, team-building, and interagency collaboration); the Strengthening America's Families project and the training and technical assistance resource centers of the Children's Bureau at HHS (family strengthening services assessment and implementation); the National Center for the Prosecution of Child Abuse (practitioner training); Parents Anonymous (parent leadership and involvement); and the OJJDP National Training and Technical Assistance Center (cultural awareness/competence training).

Appendix C—Office of Justice Programs Bureau Contributions

OJJDP, the Office of Justice Programs' Executive Office for Weed and Seed, and the Violence Against Women Grants Office have provided funding for the planning and implementation phases of this program. In addition, the following OJP bureaus will assist selected sites in the design, implementation, and evaluation of their efforts:

- The Office for Victims of Crime will provide assistance to develop and strengthen children's advocacy center programs and, in particular, medical services provided to child and adolescent abuse and neglect victims.
- The Bureau of Justice Statistics will provide technical assistance and guidance in the areas of data collection and evaluation through the States' Statistical Analysis Centers.
- The Bureau of Justice Assistance is expanding its current program with the National Center for State Courts, Models of Effective Court Based Services Delivery to Children and Their Families, to include up to three of the selected sites through this solicitation. The purpose of the program is to improve cross-system collaboration among State trial, juvenile, and family courts and mental health, public health, and social welfare systems.
- The National Institute of Justice (NIJ) may undertake an intensive evaluation of one of the selected sites. The site selected for this evaluation is to work with NIJ in the design of its program and the implementation of the project.

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Evaluation of the Safe Kids/Safe Streets Program

Purpose: The purpose of this evaluation is to document and explicate the process of community mobilization, planning, and collaboration that has taken place before and during the Safe Kids/Safe Streets awards; to inform program staff of performance levels on an ongoing basis; and to determine the effectiveness of the implemented programs in achieving the goals of the Safe Kids/Safe Streets program.

Background: This program will evaluate the Safe Kids/Safe Streets program described in this Application Kit. The Safe Kids/Safe Streets program has three goals: (1) to encourage localities to restructure and strengthen the criminal and juvenile justice systems to be more comprehensive and proactive in helping children and adolescents and their families who have been or are at risk of abuse and neglect; (2) to implement or strengthen coordinated management of abuse and neglect cases by improving policy and practice of the criminal and juvenile justice systems and the child welfare, family services, and related systems; and (3) to develop comprehensive communitywide, cross-agency strategies to reduce child and adolescent abuse, neglect, and resulting child fatalities.

The program strategy through which grantees under the Safe Kids/Safe Streets program are to achieve these goals consists of four major components. The first component is reform of the justice, child welfare, family services, and related systems' handling of child maltreatment and establishment of a system of accountability. The second is to implement a continuum of services to protect children and support families. Third, sites will collect data, provide for sharing of data to support proper adjudication of abuse and neglect cases, and evaluate their progress. Finally, sites will conduct prevention education and public information campaigns.

The evaluation of the Safe Kids/Safe Streets program will be conducted in two phases. The first phase will encompass the design and implementation of a process and formative evaluation and the design of an outcome evaluation. The second phase, implementation of the impact evaluation, may be funded through supplemental awards upon successful completion of the first phase. Both the process and the impact evaluation designs will be developed in collaboration with the local evaluation team and local project staff. The process evaluation should start early, after approval of the process design, and continue as long as there are program activities to evaluate.

Applicants for the Evaluation of the Safe Kids/Safe Streets program should review the Safe Kids/Safe Streets program announcement, paying special attention to the evaluation requirements. The evaluator chosen will be expected to provide leadership regarding the evaluation efforts taking place at the funded sites and bring together data and evaluation results into a national evaluation of the basic concepts of the Safe Kids/Safe Streets program.

Goals: The goals for Phase I of the Evaluation of the Safe Kids/Safe Streets program are:

- To understand the process of effective implementation of the Safe Kids/Safe Streets program in order to strengthen and refine the program for future replication.
- To identify factors that contribute to or impede the successful implementation of the program. It is essential to know not only whether the program is successful or unsuccessful and the degree to which it is successful or not, but also why or how it was successful or unsuccessful.
- To help develop or improve the capability and utility of local data systems that track at-risk youth, including victims of child neglect or abuse.
- To build an understanding of the general effectiveness of the Safe Kids/Safe Streets program and of selected program components and to determine its impact in the participating communities.
- To help develop the capacity of Safe Kids/Safe Streets sites to evaluate what works in their communities.

Objectives: The objectives of this evaluation are:

1. To develop a detailed design, including data collection instruments, for a process evaluation of the Safe Kids/Safe Streets program for implementation in collaboration with all sites.
2. To develop templates for capturing the data necessary for the national process evaluation and to make those templates available for implementation at the sites.
3. To provide evaluation training and technical assistance for—and to collaborate with—grantees at each of the sites to implement a process evaluation of the development and implementation of each Safe Kids/Safe Streets program.
4. To compile and analyze results and provide routine feedback to the sites on the planning, program development, and implementation process. The methods of the formative evaluation should be used to provide feedback to project staff on the adequacy of data sharing among the components of the system in the effort to prevent and prosecute child abuse and neglect.
5. To develop a research design to determine outcomes and the impact of the overall strategy and individual program interventions on delinquency, violence, and related

behaviors and risk factors. The design must meet scientifically rigorous standards for evaluation and acknowledge the differences in local circumstances and strategies.

Program Strategy: Applicants should become familiar with the OJP Safe Kids/Safe Streets program and associated literature. Applicants' program strategies should demonstrate an understanding of the collaborative efforts that will be necessary to bring together project implementation staff, project evaluation staff, and the evaluation grantee.

The applicants' strategies must provide a process evaluation that includes all participating sites. Project designs must also include provision for simultaneously assessing appropriate strategies for a future impact evaluation.

Applicants should provide a discussion of research questions for the process evaluation, which will serve as a basis for the data collection plans and instruments. Depending on the funded sites' experiences, the process evaluation design may focus on the following levels of activities:

- Community-level efforts in planning, policymaking, resource allocation, and guidance.
- Program-level responses, experiences, and achievements in program implementation.

Because it is important to know the mechanism through which the changes achieved by the program were accomplished, it is expected that a detailed logic model will be developed at each site in collaboration with program site and evaluation staff and also in a more general form at the national level.

Applicants should include, but are not limited to, the following issues in the evaluation:

- What factors contribute to (or inhibit) changes in the communities in the planning for and delivery of the Safe Kids/Safe Streets program?
- What lessons can be drawn from local communities for Federal and/or State policies, program planning efforts, and local service delivery of intensive services for youth?
- What factors contribute to effective implementation and what changes occur as a result of implementation?
- What planning and implementation strategies (for example, coordination, consultation, use of OJP-provided technical assistance) are used at local levels, and what is the effect of their use?

Applicants must propose a process evaluation that includes the stages of the implementation process, beginning with the selection of targeted sites in the community. Applicants must discuss how they will join with the sites in a collaborative effort and describe the planning and the implementation process to be used at local levels. In addition, applicants should explain how these plans will be implemented and how technical assistance will contribute to the implementation process. Applicants should also discuss the applicability of qualitative methods in this evaluation.

Applicants must include a discussion of their process to develop a preliminary outcome evaluation research design and a description of their methods, including qualitative methods such as ethnography, to conduct an impact evaluation. This description must include an assessment of program goals, measurable impact objectives, data elements and sources for measuring impact, the need for sampling designs and strategies, and a clear statement of the ability of the demonstration sites to support a rigorous impact evaluation. The use of the logic model to relate program activities to program outcomes should be part of this process. In addition to developing one overarching logic model, the grantee should assist each site in developing its own logic model to guide program development and measurement.

Products:

1. Final design of the process evaluation. This design will incorporate modifications recommended by OJP after the award process.
2. Draft comprehensive final report. This report will contain two parts: (1) recommendations regarding the feasibility of conducting an impact evaluation and, if appropriate, a research design, and (2) a detailed account of the process evaluation including overall findings and an analysis of the factors that contributed to or impeded successful implementation.
3. Final report on the process evaluation. This final report will incorporate modifications recommended by OJP and the project advisors, as appropriate.

Eligibility Requirements: OJP invites applications from public and private agencies, organizations, institutions, or individuals. Applicants must demonstrate that they have experience in the design and implementation of this type program. Private, for-profit organizations must agree to waive any profit or fee. Joint applications from two or more eligible applicants are welcome, as long as one is designated primary applicant and any others co-applicants.

Selection Criteria: Applications will be evaluated and rated by a peer review panel according to the selection criteria outlined below.

Problem(s) To Be Addressed (15 points)

Applicants must include a clear and concise statement of the problem and demonstrate an understanding of the Safe Kids/Safe Streets program. Applicants also should discuss how to apply state-of-the-art evaluation methods, including qualitative methods, to achieve OJP evaluation objectives and overcome potential problems associated with evaluating these types of programs.

Goals and Objectives (10 points)

Applicants must define goals and objectives for this evaluation program that are clearly defined, measurable, and attainable.

Project Design (35 points)

Applicants must present a clear research design for the conduct of a process evaluation and the formulation of a strategy to carry out a multisite impact evaluation. The design must be sound, feasible, and capable of achieving the objectives set forth in this solicitation.

Management and Organizational Capability (35 points)

Applicants' management structure and staffing must be adequate and appropriate for the successful implementation of the project. Applicants must present a workplan that identifies responsible individuals, their time commitment, major tasks, and milestones.

Applicants must document evidence of the organization's ability to conduct the project successfully. Organizational experience with multisite research and evaluation of youth in the juvenile justice and child welfare or criminal justice system is recommended. Key staff should have significant experience with multisite evaluation/research of juvenile or related criminal justice programs. Applicants must demonstrate the ability to conduct evaluations of comprehensive, community-based multistrategy initiatives. They must also demonstrate the ability to work effectively with practitioners in resolving design, definition, and data collection and analysis issues and other requirements of the project. Staff résumés should be included.

Budget (5 points)

Applicants must provide a proposed budget that is complete, detailed, reasonable, allowable, and cost effective in relation to the activities to be undertaken.

Award Period: This project will be funded initially for an 18-month budget period for Phase I of a 66-month project period. Funding in the second and subsequent budget periods will

depend on grantee performance, availability of funds, and other criteria established at the time of award.

Award Amount: Up to \$300,000 is available for the initial 18-month budget period.

Delivery Instructions: All application packages should be mailed or delivered to the Office of Juvenile Justice and Delinquency Prevention, c/o Juvenile Justice Resource Center, 1600 Research Boulevard, Mail Stop 2K, Rockville, MD 20850; 301-251-5535. Note: In the lower left-hand corner of the envelope, you must clearly write "Evaluation of the Safe Kids/Safe Streets Program."

Due Date: Applicants are responsible for ensuring that the original and five copies of the application package are received by 5 p.m. EDT on September 9, 1996.

Contact: For further information call Eric Peterson, Program Manager, Research and Program Development Division, 202-616-3644, or send an e-mail inquiry to eric@ojp.usdoj.gov.

Community Assessment Centers (CAC's)

Overview: Community Assessment Centers (CAC's) provide a 24-hour centralized point of intake and assessment or single point of entry for juveniles who have or are likely to come into contact with the juvenile justice system. Juvenile justice and community-based youth-service providers collocate at the CAC to make basic and indepth assessments of the juvenile's circumstances and treatment needs; arrange for detention and release to a safe and appropriate setting; develop recommendations; facilitate access to services; and manage or monitor appropriate treatment and rehabilitation services. In essence, the CAC is a "one-stop shop" designed to facilitate efficient prevention and intervention service delivery at the front end of the juvenile justice system. This initiative represents a balanced approach toward supporting the planning and development efforts of CAC's in diverse communities. The following discussion, which distinguishes between existing programs as "assessment centers" and those programs having made a commitment to implement OJJDP's Community Assessment Center (CAC) concept as "CAC's," sets forth the guidelines and requirements for each of the four components of this initiative.

Purpose: To assist the juvenile justice field in the research, planning, and development of community assessment centers (CAC's) as a tool in providing earlier, more meaningful and effective prevention and intervention services to high-risk juveniles through four coordinated efforts: supporting communities in the planning of CAC's; supporting communities that have already implemented an assessment center but are committed to enhancing the existing project; conducting an evaluation of CAC planning efforts and existing assessment centers designed to shed light on the operations of various assessment centers and on the efficacy of the CAC concept; and providing training and technical assistance on essential elements of the concept to communities in various stages of CAC development. Information related to assessment centers is available from the Office of Juvenile Justice and Delinquency Prevention's (OJJDP's) Juvenile Justice Clearinghouse (JJC). See page 3 for information on how to contact JJC.

Background: This program implements Section 261 of the Juvenile Justice and Delinquency Prevention (JJDP) Act of 1974, as amended. The juvenile justice system in America is overburdened. Juvenile violent crime arrest rates are rising and, based on population and arrest trends, could double by the year 2010. In 1994, 19 percent of persons arrested for a violent crime were below age 18 and 35 percent of those arrests were of youth under the age of 15. Additionally, as the number of arrests of juveniles continues to increase, so too does the number of juveniles sent to criminal court. In fact, from 1989 to 1993, the number of cases judicially waived from juvenile court to criminal court increased 41 percent.

Juvenile justice and other professionals continue to search for viable solutions to the problem of juvenile delinquency, violence, and victimization—solutions that will prevent or dramatically reduce

these problems. Many factors contribute to juvenile delinquency and victimization; some of these factors are more important than others. If the causes of these problems can be identified, communities can then address them, at least to a large extent, through their established systems of care and treatment—including the juvenile justice, human service, health, and education systems. These systems are often plagued with problems of their own: poor or no needs assessment processes, a lack of case management and followup, service gaps, redundancies, lack of adequate funding, and fragmentation.

The Nation's systems of care have had a difficult time intervening successfully and early enough to prevent chronic delinquency. According to Huizinga, Loeber, and Thornberry (1995), based on a sample of Rochester, New York, youth, 39 percent who commit their first violent offense at age 9 or younger eventually become chronic offenders, as compared with 23 percent who begin at age 13 or later. Huizinga et al. further state that chronic offenders begin their offending careers earlier than average and they are heavily involved in other forms of delinquency and drug crimes. This same study indicates that most of these offenders are not reached by the system early enough to prevent their violent or chronic offending. For interventions to take place, the juvenile must first be brought to the attention of the system and his or her needs accurately and appropriately identified and assessed. In many cases, minor offenses are overlooked in light of the demands on law enforcement and the amount of time and effort necessary to take a youth into custody. In the cases where a "booking" does take place, many local systems do not have the capacity to effectively assess the child's immediate service needs or underlying problems. Further exacerbating the problem is that even where needs are appropriately assessed, the necessary services are often unknown or unavailable.

These systemic dilemmas present barriers to the development of a coordinated and effective continuum of service delivery. Krisberg and Austin argue that the current organization of adolescent social and health services, for example, is characterized by rigidly drawn agency turfs and budgetary categories, a situation that contributes to fragmented and wasteful deployment of scarce resources. It is not uncommon for multiple caseworkers to be assigned to the same juvenile and family, sometimes unbeknownst to one another. From the vantage point of professionals from different fields, the youth is delinquent, abused, in need of special educational services, or welfare dependent. In the typical scenario, no one service provider or agency possesses an overall view of the family's or adolescent's needs. As a result a comprehensive and integrated treatment plan is rarely developed.

Krisberg and Austin further state that the categorical nature of government funding and the lack of interagency collaboration lead to difficult turf battles to include or exclude certain clients. Older adolescents, particularly those with histories of mental illness or aggressive behavior, are the most likely to be omitted by agency service criteria. These juveniles generally end up in juvenile correctional institutions because public corrections agencies cannot refuse to take custody of

adolescents who are lawfully committed to their care. Thus, juvenile corrections agencies must manage a wide variety of youngsters that other agencies refuse to serve. As fiscal pressures mount, the juvenile corrections system becomes, by default, an inappropriate social service net.

Traditionally, local juvenile justice-related services, including family preservation, mental health, and substance abuse prevention and treatment, are delivered on a “slot driven” basis—when a treatment space is available. Rather than providing a system of coordinated care, service providers often operate independently of one another and often are unaware of their clients’ and their clients’ families involvement in other services. For children and families besieged by problems and multiple needs such as drug treatment, family counseling, vocational training, and housing assistance, accessing appropriate services involves navigating a maze of caseworkers, intake workers, and counselors and completing complicated applications and forms. Exacerbating this process is the fact that the care received by these families is likely to be redundant and incomplete because no single provider can determine and meet all of the families’ needs. It is due, in part, to this lack of coordination that multiple-problem youth are not served properly and find themselves engaging in high-risk delinquent behavior and facing juvenile court processing. Additionally, because the system itself lacks coordination, the imposition of accountability for youth committing serious acts does not always occur and is therefore not certain. Soler (1992) points out that communities across the Nation are trying to address these problems by increasing cooperation and collaboration among agencies. Efforts have ranged from simple measures to increase cooperation, such as establishment of inter-agency committees, to comprehensive and complicated restructuring of existing service systems.

OJJDP believes that the CAC concept presents a promising tool to help address the systemic barriers to effective intervention and meet the needs of individual youth who are at risk of becoming serious, violent, and chronic juvenile delinquents. Collaboratively reforming the juvenile justice and related systems into an integrated service delivery system with a single point of entry and the necessary infrastructure will go a long way toward reducing or eliminating the gaps, redundancies, fragmentation, and other barriers of youth-serving systems. Additionally, the CAC concept encourages immediate and comprehensive needs assessments of youth who come into contact with or demonstrate a likelihood to come into contact with the justice system. Once the youth’s needs are adequately and appropriately assessed, either by a case manager or an assessment team, the CAC concept advocates the development of an integrated treatment plan and the provision of necessary treatment services that ideally are case managed throughout the treatment and rehabilitation process. This type of case management responsibility could, for example, be shared with CAC case managers and probation officers or their equivalent. Within the CAC concept, once a youth has been assessed and a treatment plan has been developed, referrals are made and the youth’s progress and outcomes are continuously tracked across various systems of care. Case managers track the youth’s progress

aided by a comprehensive management information system with the capability of alerting the case manager to new offenses, family interactions with other systems, and treatment outcomes.

Assessment centers typically involve partnerships between juvenile justice agencies and youth-service providers that are located together and provide a central intake point for youth who have been taken into custody by law enforcement. While specific approaches vary, centers generally seek to:

- Provide comprehensive assessments of the needs of youth.
- Improve case management and treatment.
- Make efficient use of law enforcement, juvenile justice, and treatment resources.
- Avoid unnecessary detention.
- Enhance information sharing across agencies.
- Improve monitoring of system performance.

The first known assessment center opened in Florida in 1993. Because assessment centers are relatively new, limited documentation is available about the approach. To further the program development process, OJJDP developed a concept paper on assessment centers in 1995 with input from a focus group of justice and human service professionals. The consensus was that the CAC approach was a viable one, provided that CAC's avoided breaches of confidentiality, provided due process, and avoided unnecessary "net widening." The concept paper identified several essential CAC features:

- A single point of entry to services for youth who are involved in the juvenile justice system.
- Immediate and comprehensive assessments in a community-based setting. The process should be consistent with the core requirements of the JJDP Act for deinstitutionalization of status offenders, separation of juveniles and adults in secure confinement, removal of juveniles from adult jails and lockups, and reduction of disproportionate minority confinement.
- A management information system (MIS) that can be used to identify juveniles, monitor progress in treatment, document interventions, and provide aggregate data on clients served, such as substance abuse and gang membership data.

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- Integrated case management that provides a treatment plan, referral and monitoring of service delivery, and reassessment.
 - A source of information concerning referrals to the juvenile justice system for policymakers.

The focus group concluded, however, that too little was known about existing assessment centers to determine what support communities would need for developing an enhanced CAC model or whether a new program model should be recommended.

To provide further information, OJJDP sponsored a nationwide fact-finding effort on assessment centers in 1996. This effort involved a mail survey that identified nine operational programs exhibiting key elements of the CAC concept. The fact-finding effort also involved visits to seven assessment center sites to collect detailed information about program development, operations, and results.

The fact-finding effort revealed that certain features are common to all or nearly all of the programs visited. Despite their commonalities, however, each program has unique features that result from tailoring the approach to fit the local jurisdiction's needs and resources and State statutes and regulations. All programs were developed through a multiagency planning process, which usually lasted a year or more. All of the assessment center programs visited were relatively new, and therefore none of the programs has been formally evaluated.

Based on the information available, it appears that assessment centers save law enforcement time, increase coordination among the agencies involved in working with juveniles, increase the amount and quality of information upon which juvenile justice system decisions are based, and speed up the decisionmaking process in some types of cases. The fact-finding also found that effects on arrests, detention, diversion, and filings, as well as access to services for youth and families, may vary from site to site depending on State statutes, law enforcement policies, and other circumstances. Most interviewees believe that police take more youth into custody if an assessment center is available, although the effect may be small in some communities. Those involved in the programs generally view this a plus because it may provide an opportunity for early intervention, but they acknowledge that communities must be prepared to offer appropriate programs and treatments. None of the judges interviewed believed that the assessment center had increased the court's workload, nor is there any evidence that the programs have increased detention rates.

The fact-finding report concluded that it was too soon to say that any particular model is more effective than another in meeting the needs of delinquent and at-risk youth or improving juvenile justice processes and outcomes. However, the report recommended that communities could benefit from assistance in developing broad-based plans for CAC's; enhancing the capabilities of existing

assessment centers in areas such as case management and the development and use of management information; and evaluating the impact of CAC's on individual youth, the juvenile justice and youth-serving systems, and the community. This final report is available from the Juvenile Justice Clearinghouse. (See p. 3 of this Application Kit for information on how to order a copy.)

Based on the results of the fact-finding project and on other feedback, OJJDP will support CAC planning and implementation efforts through a variety of mechanisms in Fiscal Year 1996:

1. OJJDP will support two communities that have made a commitment to implement the CAC concept and are in the planning phase of program development. Two planning grants will be awarded for a 1-year project period. Each planning grant community will receive up to \$75,000 for this purpose.
2. OJJDP will support two communities that have already implemented an assessment center and are committed to enhancing their program. Two enhancement grants will be awarded for a 1-year project period. Each enhancement grant community will receive up to \$125,000 for this purpose. Enhancement grant communities must be committed to incorporating the basic elements of the CAC concept.
3. An independent evaluation of both the planning and enhancement grant communities' efforts will be supported in an effort to make available information on how to implement the CAC concept and whether this concept, once implemented, lives up to its promise. The evaluation will also include a special and intensive focus on issues such as adherence to due process standards, net widening, the impact of CAC's on diversion rates, and on other issues that may influence further development of this model. It is anticipated that evaluation findings will help other communities in developing a successful CAC model. Up to \$300,000 for a 2-year project period will be available for this purpose.
4. Training and technical assistance on best practices with regard to the CAC critical elements of assessment, case management, service integration, and MIS development will be provided to planning and enhancement grant sites. Up to \$250,000 for a 2-year project period will be available for this purpose.

This balanced approach to the exploration of CAC's will not only help communities begin implementing the concept and enhance existing efforts but will also support the field in terms of knowledge gained through the evaluation and technical assistance efforts.

OJJDP's interest in the CAC concept is also supported by the CAC's consistency with OJJDP's Comprehensive Strategy for Serious, Violent, and Chronic Juvenile Offenders (1993), which sets forth key principles to guide communities' efforts in the battle to prevent delinquent conduct and reduce juvenile involvement in serious, violent, and chronic delinquency.

Through the four programs announced in this solicitation, OJJDP can support communities that are committed to changing the way business is done in juvenile justice and begin reforming the system to create more positive outcomes for troubled youth and, ultimately, safer streets within the Nation's communities.

Community Assessment Centers: Planning for the Future

Goal: To support up to two jurisdictions that have made a commitment to develop and implement a community assessment center through an intensified and comprehensive planning process that will ensure the development of an efficient and effective CAC.

Objectives: The objectives of this initiative are:

1. To support communities in their efforts to identify and engage the key leadership of the jurisdiction to support planning for and implementation of the CAC.
2. To support the identification of a structure or mechanism to lead the planning effort.
3. To support the identification of relevant Federal, State, and local statutes that may affect the implementation and function of the CAC.
4. To support the determination of the feasibility of CAC implementation within the jurisdiction in terms of program costs (capital and operating) and available or potential funding sources (State, local, and private).
5. To support and facilitate the development of a CAC design that is consistent with the OJJDP Community Assessment Center concept and not limited in scope.
6. To support the creation of a short- and long-term strategy and implementation plan for the CAC.
7. To provide technical assistance in the planning, development, and potential implementation of the CAC.
8. To ensure an effective planning process and the replicability of the CAC development process through the provision of a multisite evaluation of the planning projects.

Program Strategy: Based on OJJDP's recent fact-finding project regarding existing assessment center models, it is clear that the programs currently in operation are based on a strategy developed through an intense collaborative planning process lasting at least 12 months. The OJJDP Community Assessment Center concept, which has a potentially broader focus and is predicated on other types of intrasystem reform efforts (for example, overarching case management and integrated management information systems and service delivery), may require a more intensified and potentially longer planning process. OJJDP will support jurisdictions willing to plan for and implement the CAC concept through planning grants to two jurisdictions for 12 months of intensive planning. Jurisdictions that have already begun implementing an assessment center are not eligible for a planning grant but are referred to the following solicitation entitled Community Assessment Centers: Enhancing the Concept.

Jurisdictions applying for one of the two planning grants must address in their application and be willing to undertake at least the following tasks:

- Task I: Community Mobilization/Collaboration Building. Jurisdictions must first engage broad community leadership, including community residents, in an effort to develop support for the CAC development and implementation and gain consensus for the CAC's design and the implementation plan. As part of this effort, jurisdictions should consider the appointment of a CAC planning/design team as well as an eventual advisory board for the CAC's implementation and operation. A broad range of agencies and organizations are required to participate in this process, including public defenders, law enforcement and juvenile corrections agencies as well as social service agencies, including but not limited to mental health, substance abuse, crisis intervention, and other treatment providers.

Applicants should document what planning has taken place to date, if any, and who has been involved. They should also describe plans for completing Task I.

- Task II: Determination of CAC Feasibility. Applicants must describe the process proposed for determining the feasibility of CAC development and implementation. They should not overlook issues such as prohibitive or supportive statutes and ordinances, available short- and long-term funding, the necessary modifications to current system policies and procedures, and the potential impact of a CAC on both public and private community agencies and most importantly on the jurisdiction's youth.
- Task III: Development of a CAC Design and Implementation Plan. Applicants must describe the process intended for developing a CAC design and creating a comprehensive implementation plan. The process should include seeking input and guidance from key community members. The CAC design must be consistent with the OJJDP Community Assessment Center concept as described in the OJJDP concept paper Community Assessment Centers: A Discussion of the Concept's Efficacy. The CAC design plan should include a discussion of funding sources for the CAC processes, the physical structure, and the automated information system. The discussion of information systems should also

include potential elements or areas of data collection, including demographics, and important risk factor information, such as gang membership and substance abuse. The implementation plan should reference tasks or milestones associated with not only CAC implementation, but also milestones related to collaboration and funding. The implementation plan should include both long- and short-term goals, tasks, and milestones.

- Task IV: Utilization of Technical Assistance. Applicants should provide for the utilization of technical assistance throughout the planning process from OJJDP's CAC Technical Assistance contractor. Applicants should discuss which areas of the CAC planning and design process are expected to be the most difficult. In addition, applicants should discuss and plan on utilizing OJJDP's technical assistance at key points in the planning process in an effort to create support and commitment to the processes inherent in CAC operation. Potential areas of technical assistance may include collaboration, assessment approaches and instrumentation, case management processes, service integration and development of integrated treatment plans, and finally the development and utilization of automated information systems. Additionally, applicants should identify existing capabilities or make budgetary provisions for Internet (World Wide Web) access as a method of obtaining technical assistance and evaluation information. For budgeting purposes, applicants should also anticipate attending at least two cluster meetings in a location to be determined later.
- Task V: Participation in National Evaluation. Applicants must certify their commitment to participating in the national evaluation of CAC planning processes. As part of this certification, applicants should recognize that the national evaluator will require access to planning meetings and minutes as well as key policymakers who have been involved in planning for the implementation of a CAC. Applicants should describe how interim evaluation findings regarding the planning process and the progress of the CAC Enhancement Grant sites will be used in the planning process.

Products: Grantees are expected to submit a comprehensive and detailed design and implementation plan as described under Task III above.

Eligibility Requirements: Applications are invited from public agencies and private nonprofit agencies, institutions and organizations that have made a commitment to develop and implement a community assessment center consistent with OJJDP's concept. Applicants must demonstrate that

the key agencies and organizations in the community are committed to implementing the CAC and, at a minimum, that sufficient funding to undertake such an effort has been identified.

Although no match is required for this particular solicitation, the level of local and State commitment to the project will be considered in determining the strength of the application.

Applications are invited from communities where an assessment center planning process has not begun and from communities where a process has been started but is not scheduled for completion within the coming 12 months. Applications from jurisdictions that have already begun the planning process must be submitted by the designated lead agency for the planning process.

Selection Criteria: Applicants will be selected according to the selection criteria outlined below. Geographical diversity will also be considered.

Problem(s) To Be Addressed (15 points)

Applicants must provide a clear and concise statement of the problems to be addressed by community assessment centers.

Goals and Objectives (10 points)

Applicants must define goals and objectives for the planning process. Objectives should be specific and measurable where possible.

Project Design (30 points)

Applicants must present a well-detailed “plan to plan.” Applicants should adequately address the requirements and tasks listed above and any other significant issues related to the planning process design.

Management and Organizational Capability (35 points)

Applicants’ project management structure and staffing must be adequate and appropriate for the successful implementation of the project. Applicants must present a management plan that identifies responsible individuals, their time commitment, major tasks, and milestones. Applicants must document evidence of the organizations’ ability to conduct the project successfully. The applicant should clearly indicate that it is the primary or lead agency or organization designated to lead the planning and implementation effort and that it has the support of the community and other agencies (public and private). Staff résumés should be attached.

Budget (10 points)

Applicants must provide a budget that is complete, detailed, reasonable, allowable, and cost effective in relation to the project's activities.

Award Period: The project period will be 12 months.

Award Amount: Up to \$75,000 is available for two planning grants. Additional funding depends on grantee performance, availability of funds, and other criteria established at the time of award. Additional funding also depends on OJJDP's assessment of the project's potential for successful implementation and commitment of local resources.

Delivery Instructions: All application packages should be mailed or delivered to the Office of Juvenile Justice and Delinquency Prevention, c/o Juvenile Justice Resource Center, 1600 Research Boulevard, Mail Stop 2K, Rockville, MD 20850; 301-251-5535. Note: In the lower left-hand corner of the envelope, you must clearly write "Community Assessment Centers: Planning for the Future."

Due Date: Applicants are responsible for ensuring that the original and five copies of the application package are received by 5 p.m. EDT on August 21, 1996.

Contact: For further information call Jim Burch, Program Manager, Special Emphasis Division, 202-307-5914, or send an e-mail inquiry to burchj@ojp.usdoj.gov.

Community Assessment Centers: Enhancing the Concept

Goals: To increase the effectiveness and efficiency of existing assessment centers by supporting various and specific program enhancements, and to provide support to existing assessment centers in an effort to create consistency with OJJDP's Community Assessment Center concept.

Objectives: The objectives of this initiative are:

1. To support the identification, through analysis and technical assistance, of a priority enhancement area or areas for the community assessment centers that are also consistent with the OJJDP CAC concept.
2. To support the development of a strategy and implementation plan for the selected CAC enhancement(s).

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3. To support the implementation of a CAC enhancement that is consistent with the OJJDP CAC concept and is based on best practices.
 4. To make available training and technical assistance relevant to CAC development and operation.
 5. To foster full participation in the national evaluation of CAC's in an effort to facilitate consistency and to provide information to the field regarding the CAC concept.

Program Strategy: For the purposes of this solicitation, the term "existing assessment center" is used to define an existing program that at a minimum provides centralized intake, preadjudication assessment, referral, and followup for youth who have been taken into custody by police. Further, the assessment is provided immediately—that is, within hours or, at most, within a few days of the youth's contact with police. (See Eligibility Requirements for further discussion of eligible applicants.)

Community Assessment Centers show promise in helping to reform the way youth in need of prevention and intervention services are reached and the way services are allocated and delivered. OJJDP believes that this type of program can be an effective way of identifying, assessing the needs of, and providing services to those youth at risk of becoming involved in delinquent or criminal activities and a way of better identifying youth at risk of engaging in high-risk behaviors, such as gang affiliation or involvement. Additionally, OJJDP believes that CAC's can, through a comprehensive and integrated management information system, help to eliminate gaps and redundancies in a jurisdiction's continuum of care for at-risk youth and help to reform the current slot-driven, categorical system of care into an integrated service delivery system.

Based on OJJDP's recent fact-finding project, it is clear that community assessment centers involve a long-term commitment to planning and implementation. Often programs are implemented in stages, because of resource constraints and other factors. Many existing programs have not yet realized their original vision for case management, integration of management information, and other elements. None of the programs visited during the fact finding has fully implemented each of the conceptual features or components identified with OJJDP's CAC concept.

For this reason OJJDP is offering support for selected CAC enhancements to help existing assessment centers provide improved services and to demonstrate the effectiveness of the CAC concept overall. Although many types of program enhancements are possible, OJJDP has determined that several CAC components are most critical to the particular concept and potentially to effective CAC performance and should, therefore, be the focus of this initiative.

Based on OJJDP's CAC focus group discussions early in 1996 and on years of research reflected in OJJDP's Comprehensive Strategy for Serious, Violent, and Chronic Juvenile Offenders, OJJDP believes that the most critical areas of the CAC concept consist of the following:

Single Point of Entry for All Youth Entering the System

For existing assessment centers, the implementation of enhancements under this area may mean one of two things. First, for assessment centers now processing only those youth suspected or arrested for delinquent acts, this enhancement would entail the creation of a nonsecure processing system or protocol whereby youth not accused of delinquent acts can be brought to the assessment center in a manner that protects the youth from negative labeling and avoids contact with delinquent offenders. This nonsecure process can be used for status offenders, dependent youth, or high-risk youth demonstrating inappropriate behaviors.

For existing assessment centers now serving only nondelinquent youth, this enhancement area may offer the possibility of expanding the scope of intake to include delinquent youth. This type of enhancement has many implications, including the need for a risk assessment instrument, a secure and adequately sized area for processing or intake, and appropriate public safety-related equipment and personnel for handling or processing delinquents.

In some cases, however, it may not be feasible for a system's single point of entry to be an actual physical point of entry for all youth coming into contact with the system. Rather, a "virtual" option could be employed in which information gathered at one location could be shared (presumably on a need-to-know and right-to-know basis) with other service providers, via a systemwide or multiagency management information system.

Immediate and Comprehensive Assessments

To effectively address the risks and needs of at-risk youth and youth entering the juvenile justice system as either dependent or delinquent, comprehensive community-based assessments (i.e., performed in a nonsecure setting), where appropriate, are essential.

Community assessment centers can provide an innovative and cost-effective method for integrating the risk and needs assessment requirements of the juvenile justice system. In addition, CAC settings can provide access to multidisciplinary perspectives on a youth's needs and, in the case of multiproblem youth, enhance coordination of effort among various treatment providers and case managers who may be involved. The latter benefits also apply to dependent youth and status offenders. By coordinating front-end services for these youth, the juvenile justice system can more effectively intervene to prevent them from becoming delinquent.

Many types of enhancements are possible within this area, including the refinement of assessment instruments, the development of a multidisciplinary assessment team, or the development of a process and capability to perform more in-depth assessments where necessary. OJJDP is open to other types of enhancements, as long as the focus is on creating immediate and comprehensive assessments.

Management Information System (MIS)

To effectively monitor a youth's progress through multiple treatment programs, possibly in different systems, CAC's need an infrastructure that can support integrated case management. Additionally, treatment history and prior contact information should be integrated into one system so that professionals performing assessments and designing treatment plans can be quickly made aware of previous intervention attempts. Ideally, the information system should have the capability of (1) receiving and cataloging updates from community service providers and (2) compiling data on the problems of youth in the community (needs), the levels of success in placing youth in needed services (service gaps), and the success of those treatments (preliminary outcomes). This type of reporting has the potential to help communities identify gaps and redundancies in services and the prevalence of risk factors, such as gang involvement. An MIS system also promotes accountability within the juvenile justice system.

In addition to case-specific, individual-level data, the MIS can be a useful tool for documenting existing services within a community, assuming that services do in fact exist. By acting as a clearinghouse of service providers within the community, the assessment center provides a means of further coordinating service delivery and maximizes limited resources.

Obviously, within this area, enhancement projects are expected to deal with the development of or capacity/capability of a management information system. Priority should be given to developing a comprehensive and integrated system, if possible, as opposed to creating a place where systems are collocated. Additionally, applicants should give priority to developing a system capable of both "input and output," that is, receiving case information and updates from service providers and providing accurate and timely reports that convey valuable information to both the treatment program development process and the policymaking process.

Programs might also choose to enhance their capability to monitor trends in their own operations and services and in the local juvenile justice system. Other than anecdotal information, most current programs have little data readily available about overall program effects on detention, diversion, case filings, and disposition times, for example. Programs may need to develop data systems and reporting procedures to routinely track (1) trends in their own caseload that could positively or negatively impact the juvenile justice system (such as rates of referrals to detention or proportions of youth receiving diversion recommendations by age and ethnic group) and (2) trends in the juvenile

justice system that might have an impact on the CAC or that might result from its activities. Programs might also strive to generate more information on the number, characteristics, diversion rates, and dispositions of CAC-eligible youth who do not receive program services. This information could be used to help policy-makers determine whether CAC goals are being met and whether corrective action is needed.

Integrated Case Management

Integrated case management is crucial to coordinating and monitoring multiple services that a youth may be receiving, and it is an effective way of providing feedback to the assessment process. In essence, the case manager or team, armed with comprehensive information from an appropriate MIS, is the critical link between comprehensive assessments and effective and integrated service delivery. The case manager or equivalent develops individualized treatment plans based on the results of the assessment(s), aided by input from an MIS and clinical professionals, if necessary. The treatment plan should identify intervention priorities and include both short-term and long-term goals. Treatment plans must be flexible and responsive and should be reassessed at regularly determined intervals (for example, every 2 to 3 months). Reassessment should be based on recent behavior, progress in meeting objectives, and newly identified needs. It should take into account changes in the youth's environment and in available resources.

Applicants might consider varied enhancements in this area. Priority should be given, however, to providing a more thorough case management process—for example, greater followup and more frequent or regular treatment plan reassessments. Priority may also be given to enhancement projects that encourage or create the opportunity for juvenile probation departments to access the assessment center's information system for treatment purposes and provide data on progress back into the information system. Additionally, these projects would offer the potential for probation officers and other system components to be notified of additional offenses, treatment plan updates, and other significant developments. In any case the issue of confidentiality should not be overlooked.

Other types of enhancements may also be possible; however, any enhancement project must be designed to both improve the functions of the assessment center and create a greater consistency between the assessment center and the CAC concept.

Jurisdictions submitting applications for an enhancement grant must, at a minimum, address the following tasks:

- Task I: Documentation of Existing Assessment Center Processes. Applicants should fully describe both the planning and development process utilized as well as the current assessment center operation and functions. Applicants should include as much data as possible in their discussion of current assessment center functions, including the number of youth served to date, aggregate assessment and background data of youth served, placement and referral data (including referral and program types), detention rates, and amount of time for processing.

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- Task II: Enhancement Project Selection—Prioritization and Outcomes. Applicants must provide the rationale for the selection of the particular enhancement(s) proposed and describe the process used to prioritize potential enhancements or make this selection. Additionally, applicants must justify their selection in terms of expected outcomes that lead to additional or improved services for children and youth, beneficial effects on the community, and greater consistency with the OJJDP CAC concept. Specifically, applicants must also discuss what impact the selected enhancement may have on critical issues such as due process, confidentiality, and potential net widening. Applicants must discuss what safeguards, controls, and self-assessment (quality assurance) mechanisms will be or are in place to assure that these issues are not affected negatively.
 - Task III: Enhancement Implementation Plan. Applicants must submit a clear and detailed plan for implementing the proposed enhancement and a timeline for completing the plan.
 - Task IV: Utilization of Training and Technical Assistance. Applicants should describe potential areas of need in terms of training and technical assistance. Applicants should also make travel provisions in the proposed budget for site representatives to attend up to two cluster meetings in a location to be determined later. Additionally, applicants should identify existing capabilities or make budgetary provisions for Internet (World Wide Web) access as a method of obtaining technical assistance and evaluation information.
 - Task V: Participation in National Evaluation. Applicants must make a commitment to participate in and be evaluated through OJJDP's national evaluation contractor. The commitment to participate and cooperate entails providing access to community assessment center data and key agency representatives. Applicants should be aware that the evaluation is a full evaluation of community assessment center operations, not merely of the implementation of an enhancement.

Eligibility Requirements: Applications are invited from public agencies and private nonprofit agencies, institutions and organizations that are primarily responsible for administration and/or operation of an existing assessment center as defined earlier in this solicitation. Applicants must demonstrate that the involved agencies and organizations are committed to specifically implementing the CAC concept and that sufficient funding to implement and sustain the CAC and the enhancement is available. Applicants must also demonstrate a commitment and willingness to participate in the evaluation and to cooperate fully.

Applicants must provide assurances that enhancement project implementation will be consistent with JJDP Act core requirements. These requirements, as identified in Sections 223(a)(12)(A), (13), (14) and (23) of the JJDP Act of 1974 (P.L. 93–415) 42 U.S.C. 5601 et seq., as amended, pertain to deinstitutionalization of status offenders; separation of juveniles from adults while securely confined; removal of juveniles from adult jails and lockups; and reduction of the disproportionate confinement of minority youth, where it is found to exist.

Selection Criteria: Applicants will be rated according to the criteria outlined below.

Problems To Be Addressed (20 points)

Applicants must include a clear and concise statement of the local problem being addressed by the existing assessment center and the problems that the selected enhancement(s) may resolve.

Goals and Objectives (10 points)

Applicants must define the enhancement project's goals and objectives. Objectives must be clear, concise, measurable, and attainable.

Project Design (35 points)

Applicants must present a clear project design to achieve the project's goals and objectives. In this section applicants must also adequately address each of the tasks described above. The project design must be realistic yet far reaching.

Management and Organizational Capability (25 points)

Applicants' management structure and staffing must be adequate and appropriate for the successful implementation of the project. Applicants must present a workplan that identifies responsible individuals, their time commitment, major tasks to be completed, and milestones. Applicants must document evidence of the organization's ability to conduct the project successfully. Key staff résumés should be included. Applicants must also demonstrate a commitment to working with the evaluator and the technical assistance provider in a cooperative manner.

Budget (10 points)

Applicants must provide a proposed budget that is complete, detailed, reasonable, allowable, and cost effective in relation to the activities to be undertaken.

Award Period: The project period will be 12 months.

Award Amount: Up to \$125,000 is available for two enhancement grants. Additional funding depends on grantee performance, availability of funds, and other criteria established at the time of award. Additional funding also depends on OJJDP's assessment of the project's potential for successful continued implementation and commitment of local resources.

Delivery Instructions: All application packages should be mailed or delivered to the Office of Juvenile Justice and Delinquency Prevention, c/o Juvenile Justice Resource Center, 1600 Research Boulevard, Mail Stop 2K, Rockville, MD 20850; 301-251-5535. Note: In the lower left-hand corner of the envelope, you must clearly write "Community Assessment Centers: Enhancing the Concept."

Due Date: Applicants are responsible for ensuring that the original and five copies of the application package are received by 5 p.m. EDT on August 21, 1996.

Contact: For further information call Jim Burch, Program Manager, Special Emphasis Division, 202-307-5914, or send an e-mail inquiry to burchj@ojp.usdoj.gov.

Evaluating Community Assessment Centers

Goal: To expand the juvenile justice field's knowledge of the impact of community assessment centers and the process of community assessment center development and implementation.

Objectives: The objectives of this initiative are:

1. To support the implementation of a multisite evaluation of community assessment center planning, implementation, and outcomes.
2. To assist the community assessment center planning and enhancement sites in their program development and implementation.

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3. To better inform researchers, practitioners, and policymakers as to whether CAC's can help to deploy community resources more efficiently and reduce delinquency and other problem behaviors, including gang involvement.
 4. To identify effective techniques for monitoring program processes and outcomes that might be adapted for ongoing self-assessment of CAC's.

Program Strategy: Although CAC's appear to be a promising tool for reaching youth in need of prevention and intervention services and subsequently providing those services, their value cannot be ascertained until evaluations have been completed. Currently, very little information is available to describe assessment center operations, let alone their effect; in fact, a recent literature search turned up few relevant resource materials. Although OJJDP is optimistic that CAC's can have a positive impact by incorporating "best practices," an evaluation of both the process and impact of such programs is necessary before an accurate determination of their effectiveness can be made. A process evaluation of CAC's will provide interested communities and the juvenile justice field with greater detail as to what is currently happening and how well it conforms to what are known to be best practices. Process evaluation techniques, for example, can provide interim measures of how the program process actually affects youth who have come into contact with the CAC and how issues such as due process are being handled.

If they are possible, measures of program impact can reveal a great deal more about many other important issues, such as:

- The possibility of net widening.
- The effect of CAC's on detention rates.
- The effect of CAC's on treatment success and recidivism.
- The potential effect of CAC's on juvenile justice agency budgets.

For these reasons OJJDP is issuing this solicitation for an evaluation of the planning and enhancement grant (assessment center) sites and any other assessment centers willing to participate in the national evaluation. Recipients of the two planning grants and the two enhancement grants will be required to certify their willingness to participate in the national evaluation and to provide access to data and to representatives of key local agencies. Although the enhancement grants are designed to fund specific improvements within existing assessment centers, the evaluator is not limited to evaluating these program elements or improvements but should consider all aspects of program operations and outcomes.

OJJDP recognizes that applicants will have difficulty proposing detailed evaluation designs in the absence of more information about the specific approaches to be adopted by the planning and enhancement grantees. For this reason the evaluator will be expected to develop a detailed evaluation design during the first 90 days of the evaluation award and after planning and enhancement sites have

been chosen. During this period the applicant may be asked to meet with an OJJDP-appointed focus group to review potential evaluation designs and outcome measures. However, for purposes of preparing this proposal, applicants should carefully review the sections of this solicitation that pertain to the planning and enhancement grants.

OJJDP further recommends that applicants consider the possibility of extending evaluation activities to assessment centers beyond the sites that will receive awards under this solicitation. If feasible, applicants should discuss how they would enlist the cooperation of other sites, the criteria for site selection, and the way incorporation of these sites would enhance the evaluation design. If the applicant already has obtained cooperation agreements from any sites, letters of commitment should be submitted with the application.

The tasks of this project consist of the following:

- Task I: Determination of CAC Evaluation Design. Applicants should discuss how an evaluation design might be developed and should attempt to suggest possible designs. Applicants should consider that although OJJDP views this evaluation as primarily “process oriented,” outcome or impact measures are desired. To the extent possible, CAC’s should be examined at several levels, such as the community, system, program, and individual levels. Within these domains many issues are important to OJJDP and to agencies involved in CAC’s, including:
 - Successful CAC planning strategies.
 - Pre-CAC site conditions (statutes, previous collaboration, etc.).
 - Organizational structure and extent of collocation, collaboration, and service integration.
 - Program services.
 - Immediate CAC outcomes.
 - Family and youth compliance with CAC recommendations.
 - CAC impact on the judicial process.
 - CAC impact on arrest, detention, diversion, filings, and adjudications.
 - CAC effects on the availability/accessibility/mix of community-based treatment services.

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- Client and family perceptions of the CAC experience.
 - Financial impact of CAC's on communities and the juvenile justice system.

Applicants should attempt to suggest how these issues would best be addressed, given their current understanding of CAC planning and operations. Applicants should discuss the types of outcomes that would be most suitable for measurement, given the time-frame and resource limitations of this evaluation effort, and identify the type of data that would be required to measure these outcomes.

- Task II: Performing the Evaluation. Applicants must discuss in as much detail as possible how the evaluation and its related tasks (including products) will be carried out. Applicants must also describe the development and implementation of data collection plans. Another requirement is a timeline with major milestones (see also "Selection Criteria") . For budgeting purposes applicants should anticipate at least two cluster meetings each project year in a location to be determined later.
- Task III: Evaluation Support of Technical Assistance. Applicants should discuss how, within the evaluation process, interim findings will be shared with the planning and enhancement sites. It is recommended that this type of timely and routine information sharing be implemented through quarterly briefs to the technical assistance grantee who would then handle dissemination. Possibilities may include, but are not limited to, cluster conferences (site visits) and the Internet/World Wide Web, for example. Applicants should also make recommendations regarding how the training and technical assistance grantee might be involved in the evaluation process and how it could support the relationship between the evaluator and the planning and enhancement sites. Additionally, applicants should identify existing capabilities or make budgetary provisions for Internet (Mail and World Wide Web) access as a method of communication.

Products:

1. The evaluation grantee is required to submit after the first 90 days of the project period a report that describes in detail an evaluation research design and a rationale for such design. In addition, this report shall specify what types of measures will be used, what data collection methods will be employed, and what will be learned. The report is subject to OJJDP approval.
2. The evaluation grantee is required to submit an Interim Evaluation Report at the end of the first 12 months of the project.

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3. The evaluation grantee is required to submit a Final Evaluation Report no later than 60 days following the end of the second project year. This report should include at a minimum an analysis of all data collected (process and outcome) and the recommendations for communities operating or considering the implementation of a CAC. These recommendations should address the issues described in this solicitation and provide a mechanism for continuous CAC self-assessment.
 4. The grantee is required to submit a Research Summary with the Final Evaluation Report, which will assist OJJDP in disseminating valuable CAC information to the field. Grantees should obtain a current OJJDP Research Summary to be used as a format guide.

Eligibility Requirements: Applications are invited from public agencies and private nonprofit agencies, organizations and institutions that have experience with this type of research and evaluation. Applicants must demonstrate this experience and discuss their knowledge of the community assessment center concept, as described below under “Selection Criteria.”

Selection Criteria: Applicants will be rated according to the criteria outlined below.

Problem(s) To Be Addressed (15 points)

Applicants must demonstrate a clear and thorough understanding of the problems addressed by community assessment centers, the potential obstacles to implementing the CAC, and the complexities of multisite evaluations.

Goals and Objectives (15 points)

Applicants must define relevant goals and objectives for the evaluation process. Goals and objectives may be similar to or expand upon OJJDP’s goals for this program as outlined earlier in this solicitation.

Project Design (25 points)

Applicants must use their knowledge of the problem to propose a potential evaluation research design or designs. The design(s) should be sound, feasible, and capable of achieving the goals and objectives of this program. Applicants must also sufficiently address the Program Strategy, including Tasks I–III as listed above.

Management and Organizational Capability (35 points)

Applicants' management structure and staffing must be adequate and appropriate for the successful implementation and completion of the project. Applicants must include a workplan that identifies responsible individuals, their time commitment, major tasks, and milestones. Additionally, applicants must document evidence of the organization's ability to conduct the project successfully.

Organizational and staff experience with similar evaluation research must be documented with a specific focus on experience with multisite and multisystemic evaluations. The applicant must demonstrate the ability to work cooperatively and effectively with practitioners in resolving design, data collection and analysis issues, and other requirements of the project. Staff résumés must be included in the application.

Budget (10 points)

Applicants must provide a proposed budget that is complete, detailed, reasonable, allowable, and cost-effective in relation to the activities to be undertaken.

Award Period: The project will be 24 months.

Award Amount: The award amount for the 24-month project period will be up to \$300,000.

Delivery Instructions: All application packages should be mailed or delivered to the Office of Juvenile Justice and Delinquency Prevention, c/o Juvenile Justice Resource Center, 1600 Research Boulevard, Mail Stop 2K, Rockville, MD 20850; 301-251-5535. Note: In the lower left-hand corner of the envelope, you must clearly write "Evaluating Community Assessment Centers."

Due Date: Applicants are responsible for ensuring that the original and five copies of the application package are received by 5 p.m. EDT on September 3, 1996.

Contact: For further information call Eric Peterson, Program Manager, Research and Program Development Division, 202-307-5929, or send an e-mail inquiry to eric@ojp.usdoj.gov.

Community Assessment Center Training and Technical Assistance

Goal: To assist CAC planning and enhancement grant sites with the provision and/or facilitation of training and technical assistance on various issues related to CAC planning, development, and implementation.

Objectives: The objectives of this initiative are:

1. To assist CAC planning and enhancement grantees in achieving their stated goals and objectives.
2. To equip the selected jurisdictions with training and technical assistance resources necessary for CAC development, enhancement, and sustainability.
3. To provide training and technical assistance on the critical issues regarding developing and implementing a CAC.

Program Strategy: It is expected that the selected Community Assessment Center Training and Technical Assistance (TA) provider will be optimally familiar with community assessment center (CAC) operations. In any case, it is expected that the selected provider will review literature on assessment centers and literature related to the CAC components and conduct a number of site visits to existing centers. The provider is also expected to develop a technical manual to be used as a TA tool. The manual will describe essential CAC components, various operating procedures, and principles. The training/TA grantee will also develop a site TA protocol to guide onsite assistance with CAC planning, development, and enhancement.

Consistent with the above summary of the CAC Training and TA project, the applicant for this award should address the following essential tasks:

- Task I: Preparatory Work for Training/Technical Assistance Delivery. The applicant should indicate how, and what kind of, experience and knowledge will be developed or mobilized at the outset of the CAC Training/TA project to ensure that the grantee transfers or imparts state-of-the-art technology to the jurisdictions selected to plan for or enhance a CAC. Review of operations at existing CAC's is one important initial procedure. Assembling the proper background materials, expert staff, and consultants is another need.
- Task II: Training/Technical Assistance Materials Development. As noted above it will be necessary for the applicant selected for the training/TA component of this project not only to assemble background materials, but also to create certain new materials to assist the CAC planning and enhancement sites. Such materials should include, but may not be limited to, a technical TA manual and an onsite TA proto-col(s). The TA manual, besides dealing with CAC components, operations, and essential principles, may also need to contain instructional materials on establishing a management information system (MIS) for CAC service delivery purposes, on planning and organizing CAC's, and on cooperating with the evaluator of the CAC projects. Such materials should also discuss the benefits of each component, including the many ways in which CAC's can have a positive impact—for example, by making better information available and by supporting improved interventions with high-risk and gang-involved youth.

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- Task III: Delivery of Training and Technical Assistance. Guided by the allocated budget, the applicant will determine the magnitude of TA in relation to training, the number of site visits for project purposes, the personnel required for the work, and the target audiences for the assistance. It is expected that appropriate amounts of training/TA will be provided to the key decisionmakers, planners, organizers of the CAC's, and line managers and staff responsible for day-to-day delivery of client services under the purview of the CAC's. Because funding for the overall OJJDP project, including its various components, will likely occur at about the same time, it will be important for the training/TA provider to demonstrate rapid response capability, particularly with respect to TA delivery. It is reasonable to expect and prepare for significant TA needs at the inception of this initiative. For budgeting purposes applicants should anticipate at least two cluster meetings each project year in a location to be determined.

Applicants should also describe a process for identifying consultants or trainers with expertise in any or several of the following areas:

- Interagency planning and collaboration.
- Systems reform.
- Risk and needs assessment processes and instruments.
- Management information systems.
- Confidentiality.
- Due process.
- Overarching or comprehensive case management.
- Service integration.

It is expected that the selected applicant will have expertise or at least substantial knowledge of a number of the broad areas indicated above, in addition to a thorough understanding of OJJDP's Comprehensive Strategy for Serious, Violent, and Chronic Juvenile Offenders.

The applicant will be responsible for facilitating cluster meetings under this project and will be responsible for meeting expenses (excluding travel expenses of other grantees).

Products:

1. The training and technical assistance provider is required within the first 12 months of the project to develop a World Wide Web site or subpage within an existing site to display community assessment center information and to provide economical technical assistance to OJJDP grantees and other communities interested in community assessment centers.
2. The training and technical assistance provider is required to develop a training and technical assistance protocol as described above.
3. The training and technical assistance provider is required, early in the project period, to develop a training/TA manual or alternative product to be approved by OJJDP that will assist communities implementing a CAC.

Eligibility Requirements: Applications are invited from public agencies and private nonprofit agencies, institutions and organizations, including universities, with demonstrated experience and capability in the training/TA area. It is expected that the applicant selected for the training/TA component will have substantial background in the task areas noted above, particularly technology transfer and new program areas.

Selection Criteria: Applications will be rated according to the criteria outlined below.

Problem(s) To Be Addressed (15 points)

Applicants must demonstrate a clear and thorough understanding of the problems addressed by CAC's, obstacles to implementation, and essential elements of the CAC concept, for example, single point of entry and integrated case management.

Goals and Objectives (15 points)

Applicants must define relevant goals and objectives for the successful and efficient provision of training and technical assistance. Goals and objectives may be similar to or expand upon OJJDP's goals and objectives for this program as outlined earlier in this solicitation.

Project Design (30 points)

Applicants must use their knowledge of the issues to propose a training and technical assistance delivery process design. The design should be feasible (given the award amount) and capable of achieving the goals and objectives of this program. Applicants must address the Program Strategy, including Tasks I-III as listed above.

Management and Organizational Capability (30 points)

Applicants' management structure and staffing must be adequate and appropriate for successful service delivery. Applicants must include a workplan that identifies responsible individuals, their time commitment, major tasks, and milestones. Additionally, applicants must document evidence of the organization's ability to provide these services successfully. Organizational and staff experience with similar efforts must be documented. The applicant must indicate and demonstrate the ability to work cooperatively and effectively with the program staff and the evaluator. Staff and consultant résumés must be included in the application.

Budget (10 points)

Applicants must provide a proposed budget that is complete, detailed, reasonable, allowable, and cost effective in relation to the activities to be undertaken.

Award Period: The project period will be 24 months.

Award Amount: The award amount for the 24-month project period will be up to \$250,000.

Delivery Instructions: All application packages should be mailed or delivered to the Office of Juvenile Justice and Delinquency Prevention, c/o Juvenile Justice Resource Center, 1600 Research Boulevard, Mail Stop 2K, Rockville, MD 20850; 301-251-5535. Note: In the lower left-hand corner of the envelope, you must clearly write "Community Assessment Center Training and Technical Assistance."

Due Date: Applicants are responsible for ensuring that the original and five copies of the application package are received by 5 p.m. EDT on September 3, 1996.

Contact: For further information call Peter Freivalds, Program Manager, Training and Technical Assistance Division, 202-307-5940, or send an e-mail inquiry to peterf@ojp.usdoj.gov.

References

Coordinating Council on Juvenile Justice and Delinquency Prevention. *Combating Violence and Delinquency: The National Juvenile Justice Action Plan*. Washington, DC: Office of Juvenile Justice and Delinquency Prevention, 1996.

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Hallfors, D., P. McQuide, C. Brach, and S. Hutcheson. *First Steps: A Guide to Integrating Information for Systems Evaluation of Children's Mental Health Services*. Boston, MA: Judge Baker Children's Center, 1996.

Howell, J.C., ed. *Guide for Implementing the Comprehensive Strategy for Serious, Violent, and Chronic Juvenile Offenders*. Washington, DC: Office of Juvenile Justice and Delinquency Prevention, May 1995.

Krisberg, B., and J.F. Austin. *Reinventing Juvenile Justice*. Newbury Park, California: National Council on Crime and Delinquency, Sage Publications, 1993.

Soler, M. "Interagency Services in Juvenile Justice Systems." In *Justice and Public Policy: Toward A National Agenda*, edited by Ira M. Schwartz. New York, NY: Lexington Books, 1992.

Partnerships To Reduce Juvenile Gun Violence

Purpose: To increase the effectiveness of existing youth gun violence reduction strategies by enhancing and coordinating prevention, intervention, and suppression strategies and strength-ening linkages between community residents, law enforcement, and the juvenile justice system.

Background: Juvenile gun violence in the United States has reached epidemic proportions. During the period 1976 to 1991, firearms were used by 65 percent of juvenile homicide offenders. Four times as many juveniles were killed with a gun in 1994 than in 1984. Homicides involving firearms have been the leading cause of death for black males ages 15 to 19 since 1969, and the rates more than doubled in the decade from 1979 (40 deaths per 100,000) to 1989 (85 deaths per 100,000). Teenage males in all racial and ethnic groups are more likely to die from gunshot wounds than from all natural causes combined.

The increased availability of and access to guns by juveniles has had devastating consequences in schools and communities. In many schools, learning may no longer be the top priority—survival concerns lead many students to avoid school entirely or carry weapons for protection. Fights that once involved fists often become deadly exchanges with firearms. Educators must now divert attention from academics to monitor and control student aggression. In neigh-borhoods, people are apprehensive about going outside their homes.

The Department of Justice (DOJ) is funding a number of law enforcement-based gun violence reduction programs and community-based initiatives to address youth violence. In the summer of 1995, as part of its outreach and planning process, the Office of Juvenile Justice and Delinquency Prevention (OJJDP) convened a focus group on the subject of “kids and guns.” Participants in the focus group represented a broad cross section of disciplines from law enforcement, research, youth advocacy, and community-based programs. Although recog-nizing current DOJ efforts, this group identified a need to complement these activities with direct support to grassroots neighborhood initiatives. They believed that community-led antiviolence efforts and engagement in youth gun violence programming are critical to the sustained success of broader initiatives such as public information campaigns, community-based violence prevention, and gun and drug suppression and interdiction strategies.

This program is based on a review of research and programs conducted by OJJDP. The review is summarized in *Reducing Youth Gun Violence: An Overview of Programs and Initiatives*, which also includes a directory of programs and national organizations working to get guns out of the hands of children.

Reducing Youth Gun Violence identifies three key factors that define the problem: (1) juveniles' access to guns, (2) the reasons young people carry guns, and (3) the reasons they choose to use guns to resolve conflict. Many efforts to reduce gun violence focus on youth access to guns. These gun suppression efforts tend to be coordinated by law enforcement and take a "market disruption" approach such as that used to fight street drug markets. Police have successfully reduced illegal gun trafficking in communities by developing special gun units, encouraging community residents to report illegal gun trade, and targeting for prosecution illegal gun possession cases. Community support and youth involvement in planning and implementation are critical to the effectiveness of these operations. However, a comprehensive approach to youth gun violence reduction must also take a broader perspective that addresses the risk factors for youth gun violence through prevention and intervention activities.

While research in this area is still evolving, the literature does indicate certain factors that put youth at greater risk of obtaining access to a gun, carrying a gun, or using a gun. These risk factors include drug use and drug dealing, participation in gang activity or presence of gang activity in the community, community disorganization and the cycle of fear it can generate, low self-esteem, lack of economic and other developmental opportunities, cultural values that associate manhood with violence, and a lack of faith in law enforcement and other authorities to effectively address violent conflict.

Research indicates that effective youth gun violence reduction programs should use a community assessment of the local youth gun violence problem (risk factors) to guide program development and that program implementation should use multiple strategies including prevention, intervention, and suppression.

Goal: To reduce juveniles' illegal access to guns and address the reasons they carry and use guns in violent exchanges.

Objectives: Sites should seek to accomplish the following in the target areas:

1. Reduce illegal gun availability to juveniles.
2. Reduce the incidence of juveniles' illegally carrying guns.
3. Reduce juvenile gun-related crimes.
4. Increase youth awareness of the personal and legal consequences of gun violence.
5. Increase participation of community residents and organizations in public safety efforts.

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6. Improve community residents' attitude toward law enforcement and alleviate their concerns about safety.
 7. Increase and coordinate services and resources for at-risk juveniles, especially juveniles involved in the juvenile justice system.

Program Strategy: A recent review of existing youth gun violence reduction programs by the International Association of Chiefs of Police (publication pending) shows that current programs have taken a variety of approaches to the youth gun problem. Some are court based and involve diversion or family education; some are hospital based and link school lessons, the shock of emergency room experiences, and mentoring; some are school based and focus on enhancing school safety through school resource officers, conflict resolution curriculums, safe corridors, and afterschool programming; and some are community or public housing based, combining targeted suppression in high crime spots with public education campaigns. While these programs have shown success in reducing gun violence, OJJDP hypothesizes that programs that focus on prevention, intervention, and suppression approaches to reduce risk factors and that seek to protect juveniles from gun violence are likely to yield more dramatic and sustained results. Applicants must incorporate at least four of the following seven strategies, and one of those four must be a gun suppression strategy. The strategy of this program will be to enhance, coordinate, and focus the following strategies in the target area:

- A positive opportunities strategy for young people, such as mentoring, job readiness, and afterschool programs.
- An educational strategy in which students learn how to resolve conflicts without violence, resist peer pressure to possess or carry guns, and distinguish between real life and television violence. For example, a program that brings students into a hospital emergency room to witness the consequences of violence and helps them develop leadership skills to prevent violence.
- A public information strategy that uses radio, local television, and print outlets to broadly communicate to young people the dangers and consequences of gun violence and present information on positive youth activities taking place in the community.
- A law enforcement/community communication strategy that expands neighborhood communication; community policing, such as a program that notifies neighborhood residents when particular incidents or concerns have been addressed; and community supervision to educate at-risk and court-involved juveniles on the legal consequences of their involvement in gun violence.

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- A grassroots community involvement and mobilization strategy that engages neighborhood residents, including youth, in improving the community.
 - A suppression strategy that reduces juvenile access to illegal guns and illegal gun trafficking in communities by developing special gun units, using community allies to report illegal gun trade, targeting gang members and illegal gun possession cases for prosecution, and increasing sanctions.
 - A juvenile justice system strategy that applies appropriate treatment interventions to respond to the needs of juvenile offenders who enter the system on gun-related charges. Interventions may include specialized gun courts, family counseling, victim impact awareness classes, drug treatment, intensive aftercare, probation, or intensive community supervision. The approach should focus on addressing the reasons juveniles had access to, carried, and used guns illegally.

Applicants for this program are asked to do the following:

Research and Target

- Target an identifiable geographical area (community or neighborhood) with a high level of, or substantial increase in, juvenile gun violence and focus on an identifiable cohort of juveniles residing in the target area.
- Develop a strategic plan based on a local assessment of the youth gun problem, available research, and existing resources and programs.

Collaborate and Organize

- Demonstrate how the applicant intends to work in concert with other community-based initiatives serving the targeted population. Applicants are encouraged to establish a management structure that includes relevant community organizations; law enforcement and justice agencies, including United States Attorneys; youth-serving organizations; the media; religious organizations; parents; government; the business community; schools; and youth to set policy, expand partnerships, and provide comments and recommendations concerning the strategies, activities, and products for this project.
- Access a broad base of financial, programmatic, personnel, and material resources.
- Dedicate full-time staff to coordinate delivery of services and target programming in the identified area.

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- Consider establishing an interagency group and specialized community policing unit to handle tactical issues relevant to the target area, day-to-day operations, and ongoing communication.

Communicate and Follow Up

- Enhance juvenile justice interventions, diversion, or community supervision to follow up with juveniles involved in gun violence.
- Assign an identified community organizer and a dedicated probation officer or community supervisor to work with the coordinator.
- Have in place a mechanism for educating youth about the consequences of engaging in gun violence and gun-related crime, increasing awareness of solutions to youth gun violence, and increasing communication between community residents and law enforcement and juvenile justice practitioners.

Evaluate

- Demonstrate a capacity for data collection, collaborate with participating agencies to evaluate program effectiveness, build upon and communicate successes, and involve young people in surveying the community and evaluating the initiative.
- Explain how the project will assess the process of program implementation and determine the effectiveness of the project. Successful applicants will be required to prepare informational material describing their program and highlighting its achievements.

Grantees will be expected to cooperate with OJJDP's national evaluator in collecting process evaluation data and generating process evaluation reports. Examples of the types of information to be collected include, but are not limited to, descriptions of the following:

- Local planning mechanisms and processes and factors affecting success and failure.
- Established programs and strategies for change, distinguishing structural features and services, budgets, staffing, target populations, clients served, average length of participation, and short-term results.
- External factors, such as city budget crises, other major grant requirements, changing demographics, and local statutes and policies affecting the operation and outcomes of the Partnerships To Reduce Juvenile Gun Violence project.

Each funded site will be expected to acquire the capability to use the Internet to communicate with other sites, other grantees, and OJJDP.

This initiative targets communities that are seeking to enhance existing gun reduction strategies.

- First-year support will focus on enhancing juvenile gun reduction strategies by mobilizing the community, establishing or improving communication, establishing linkages across agencies, and planning a case management approach to juveniles involved with the justice system for gun-related crimes. Sites may plan and budget for technical assistance needed to (1) identify and access monetary and other resources (Federal, State, local, or private) to reduce youth firearm violence risk factors; (2) enhance partnerships among elected officials, law enforcement, community-based organizations, juvenile justice practitioners, schools, health professionals, youth service agencies, religious organizations, families, businesses, concerned citizens, and youth that would effectively combat youth firearm violence in targeted communities; and (3) evaluate the project process and effectiveness.
- It is anticipated that year two will focus on linking at-risk youth, including gang members and juvenile delinquents, to services and on meeting broader communications objectives.
- Year three will focus on the development of resources and full implementation of the case management approach, including expanding a wide range of opportunities for young people in the target area.

Products: Products may include a training and technical assistance needs assessment, a first-year progress report and plan for case management implementation, and a local process evaluation.

Eligibility Requirements: Applicants must be community-based organizations applying jointly with either a State or local law enforcement agency. A demonstrated formal relationship between the community-based organization(s) and a State or local law enforcement agency in carrying out the proposed project will be required. Law enforcement agencies may include a district attorney's office, sheriff's office, State or local police department, or public housing authority law enforcement unit. A communitywide planning/implementation team representing diverse individuals and organizations must be proposed or in place to support the project and facilitate the community's overall strategy to address the youth/gun issue. Any State or local agency may also apply if it can demonstrate the formal relationship with both a community

organization(s) and either a State or local law enforcement agency, and that it is applying with both those entities as co-applicants. Applicants must also:

- propose or have multiple youth gun violence strategies in place, including a youth gun violence suppression strategy.
- focus the initiative in a targeted area(s) that has a high level of gun violence or a recent, documented substantial increase in juvenile gun violence.
- have a completed local assessment of how juveniles gain access to guns, why young people carry guns, and when, where, and why they use them.

Selection Criteria: All applicants will be evaluated and rated based on the extent to which they meet the following criteria.

Problem(s) To Be Addressed (20 points)

The applicant must demonstrate that the target area(s) has a high level of gun violence or a recent, documented substantial increase in juvenile gun violence. The applicant must also describe the extent to which the problem of drugs and gangs are involved in gun-related violence. The applicant must demonstrate that it has conducted a community assessment of the local youth gun violence problem (youth access to, possession of, and use of guns) and describe the resources available for addressing it. The findings in the assessment should support the discussion of the local problem in this section and support the interventions described under Project Design.

The applicant must describe the status of planning and implementation efforts to date and demonstrate the engagement of appropriate stakeholders in the planning process. These include the juvenile justice system, the social service system, and the private sector.

Goals and Objectives (10 points)

Goals and objectives for the first year of project activity must be clearly defined, quantifiable, measurable, and attainable. The applicant should describe goals and objectives in the second and third years to the extent that they have been identified.

Applicants must be specific about the tasks that can be accomplished in the first year given available resources. Applicants must list and explain in detail the activities and the products, if any, that will be produced in the first year and provide an overview of projected tasks to be accomplished and products to be developed for years two and three.

The applicant must describe program activities that engage the community, parents, law enforcement, courts, and corrections. The applicant's objectives must be comprehensive, addressing the multiple issues that exacerbate youth gun violence.

Project Design (35 Points)

The project design should clearly support project goals and objectives and reflect the required program strategy. Other resources that complement and support this project should be incorporated into the design of the project. Applicants will be judged in this category based on their choice of measurable outcomes and demonstration of the ability to measure and achieve those outcomes. Preference will be given to applicants who form partnerships with existing Federal programs such as COPS Youth Handgun or COPS Gang Initiative; the Bureau of Justice Assistance's Comprehensive Gang Initiative; PACT; Weed and Seed; OJJDP's SafeFutures and Comprehensive Community-Wide Approach to Gangs; Comprehensive Communities; the U.S. Attorney Anti-Violent Crime Initiative; Empowerment Zones and Enterprise Communities; the Department of Education's Safe and Drug Free Schools program; the Department of Housing and Urban Development's Hope VI and Drug Elimination programs; and the Bureau of Alcohol, Tobacco and Firearms' High Intensity Drug Trafficking Initiative.

Management and Organizational Capability (30 Points)

Applicants should list project personnel who will be working on this project and their qualifications to carry out this project successfully. Applicants should be clear on the roles and responsibilities of all those who will support the program. The linkage between the State or local law enforcement agency and community-based organizations, other public and private partnerships, and resources committed to the effort should be discussed. In the case of partnerships or contractual relationships, the lead management and support responsibilities should be clearly defined.

Applicants must demonstrate that they have an organizational infrastructure capable of carrying out the goals, objectives, and tasks they have identified. Applicants must also demonstrate that they have experience in programs designed to serve a juvenile population, community organizing skills, and a capacity for data collection and analysis. Specifically, applicants shall do the following:

1. Name and describe the capabilities and experience of all staff who will play lead roles in managing the overall program or its key components. Position descriptions and résumés should be included as appendixes.
2. Indicate the amount of time to be devoted to the program by the grant manager and all staff.

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3. Provide examples of the community-based organization's previous work in juvenile justice, youth services, and implementation of communitywide planning strategies and programs.

Budget (5 Points)

The applicant must provide a proposed budget that is detailed, reasonable, complete, and cost effective for the proposed activities. All activities should be directly related to the goals and objectives of the project. Each applicant must:

1. Allocate at a minimum \$5,000 for travel to cluster group meetings at central locations to be designated by OJJDP.
2. Describe capacity to leverage State, local, and private resources (including staff and funds).

Format: The narrative must not exceed 35 pages in length (excluding forms, assurances, and appendixes) and must be submitted on 8 1/2 by 11-inch paper, double spaced on one side of the paper in a standard 10-or 12-point font.

Appendixes shall be limited to the following three items:

Appendix A: Listing of individuals, their affiliations, signatures, and contact information for the persons participating in the development of this proposal.

Appendix B: Legislation, executive orders, memorandums of understanding, and other formal commitments of bona fide partnerships (e.g., collapsed funding streams, wrap-around services, multiservice centers, and procedures for service coordination). Documentation should be provided.

Appendix C: Staff résumés and position descriptions.

Award Period: This project will be funded for 36 months in three 12-month budget periods. Funding after the first budget period depends on grantee performance, availability of funds, and other criteria established at the time of award.

Award Amount: Up to \$800,000 is available for this program. First-year funding will be up to \$200,000 per site. A maximum of five sites will be selected.

Delivery Instructions: All application packages should be mailed or delivered to the Office of Juvenile Justice and Delinquency Prevention, c/o Juvenile Justice Resource Center, 1600 Research Boulevard, Mail Stop 2K, Rockville, MD 20850; 301-251-5535. Note: In the lower left-hand corner of the envelope, you must clearly write “Partnerships To Reduce Juvenile Gun Violence.”

Due Date: Applicants are responsible for ensuring that the original and five copies of the application package are delivered no later than 5 p.m. EDT on August 21, 1996.

Contact: For further information call Frank Smith, Program Manager, Special Emphasis Division, 202-616-3656, or send an e-mail inquiry to smithf@ojp.usdoj.gov.

References

Guide for Implementing the Comprehensive Strategy for Serious, Violent, and Chronic Juvenile Offenders. Washington, DC: Office of Juvenile Justice and Delinquency Prevention, June 1995.

Juvenile Offenders and Victims: 1996 Update on Violence. Washington, DC: Office of Juvenile Justice and Delinquency Prevention, February 1996.

Reducing Youth Gun Violence: An Overview of Programs and Initiatives. Washington, DC: Office of Juvenile Justice and Delinquency Prevention, May 1996.

Evaluation of the Partnerships To Reduce Juvenile Gun Violence Program

Purpose: To document and understand the process of community mobilization, planning, and collaboration needed to develop a comprehensive, collaborative approach to reducing gun violence involving juveniles.

Background: This program will evaluate the Partnerships To Reduce Juvenile Gun Violence initiative described in this Application Kit. The goal of Partnerships To Reduce Juvenile Gun Violence is to reduce juveniles' illegal access to guns and address the reasons they carry and use guns in violent exchanges. Seven strategies to reduce gun violence are presented in the Partnerships To Reduce Juvenile Gun Violence solicitation, and the prospective grantee is required to incorporate at least four of them. The focus of the program is to enhance, coordinate, and implement these seven strategies in target areas. The funding for the initiative is not intended for new services but is meant to support linkages among existing gun violence reduction efforts and enhance community resident involvement in them. Future activities will include developing case management for at-risk youth, including gang members and juvenile offenders.

OJJDP envisions a process evaluation for this project. The design should determine whether the project has been able to:

- Establish a collaborative effort involving four of the seven strategies listed.
- Develop a needs assessment.
- Implement the activities.
- Include citizen participation.
- Develop partnerships.
- Develop measures of success.

The applicant must document site-specific approaches and identification of effective, replicable program strategies. The evaluators will document, in the form of case studies, each of the program sites' planning process, strategy implementation, and outcome measures.

Goal: To assess how communities confronted by youth gun violence can most effectively enhance and coordinate existing youth gun violence reduction strategies and strengthen linkages between community residents, community organizations, the juvenile justice system, and other youth-serving agencies.

Objectives: The objectives of this evaluation are:

1. To support the implementation of a multisite evaluation of the Partnerships To Reduce Juvenile Gun Violence program.
2. To assist the Partnership sites to clarify measurable goals, articulate program theory with objectives, and select program designs.
3. To conduct a process evaluation that describes the problems, community resources, and planning processes used as the basis for developing the community Partnerships aimed at reducing youth gun violence.
4. To assist the Partnerships in shaping and focusing their activities by assessing local community data.
5. To describe the major strategies, activities, and program components at each site and, by analysis and synthesis, articulate the models of intervention they represent.
6. To provide a general assessment of the extent to which linkages have been forged, the community mobilized, and progress made toward achieving the program goals.
7. To provide OJJDP and the sites with feedback that can be used to strengthen both current and future strategies for combating youth gun violence at the community level.
8. To examine the feasibility of an impact study and, if feasible, recommend its research design.

Program Strategy: Applicants' project design must provide a process and formative evaluation that is inclusive of all sites selected for the Partnerships To Reduce Juvenile Gun Violence program. Applicants must provide a discussion of research questions for the process evaluation, which will serve as the basis for the data collection plan and instruments. The process evaluation will focus on the planning process, program implementation, linkages and partnerships, other implementation factors, and qualitative program accomplishments. Project designs must also include provision for simultaneously assessing appropriate strategies for a future impact evaluation.

At a minimum, applicants should address the following questions in the evaluation:

1. How did the local community organization plan their youth gun violence program? Who participated in the planning process and to what extent was it a collaborative effort?

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2. What types of needs assessment and problem definition activities were carried out? How was the gun violence problem defined? What target group or target area was identified?
 3. What activities were implemented?
 4. What level of citizen participation was achieved and in what types of activities?
 5. What networks and linkages to other Federal and local programs were planned and what types of partnerships developed?
 6. What was the nature of the relationship with the local police department?
 7. What kinds of measures of success can be used to assess program accomplishments?

OJJDP recognizes that applicants will have difficulty proposing detailed evaluation designs in the absence of more information about the specific approaches to be adopted by the local jurisdictions. For that reason, the evaluator will be expected to develop a detailed evaluation design during the first 60 days after the evaluation award and the selection of jurisdictions for the Partnerships To Reduce Juvenile Gun Violence awards.

Implicit in this solicitation is the need for collaboration between the local jurisdictions and the evaluators. In addition to looking at what is happening in the community, with what effect and why, the evaluation will also improve the quality of all aspects of program development by providing timely, dependable, and useful information that will enhance the capacities of the communities to engage in planning, program development, and evaluation in the future.

The tasks of this project consist of the following:

I. Facilitate sound planning by program sites. OJJDP views the evaluators as collaborators in helping the program sites refine their assessments of their youth gun violence problem, articulate theoretically sound risk factors, and develop realistic action plans with both measurable and feasible goals, objectives, and implementation milestones. OJJDP urges applicants to consider using the action research model¹ to assist the sites in the planning, implementation, and testing of stronger programs.

II. Design the evaluation. Once the jurisdictions decide on the strategies to be implemented, the evaluators will propose evaluation designs to assess the program's implementation and outcome. The evaluation design should include, if feasible, both site-specific and cross-site components, taking into consideration the variations as well as commonalities across sites.

Applicants must propose, if feasible, what evaluation design features would be “core elements” or common across sites, and suggest potential site-specific design features.

III. Conduct the evaluation. Applicants must describe data collection plans and timeframes with major milestones and responsibilities. If the evaluators contemplate using data collection instruments (such as agency, youth, or parent surveys) which require advance review and approval by the Office of Management and Budget (OMB), they must familiarize themselves with OMB requirements and allow a minimum of 3 months for the OMB clearance process, if required. Guidance regarding this process is available from OJJDP.

IV. Provide interim feedback to inform program refinement. When evaluators work in collaboration with program implementors, interim evaluation feedback can provide useful guidance. The applicants must describe how they would provide timely and meaningful interim feedback to inform and enhance local program development and refinement. The applicant should also make recommendations regarding how the sites might be able to share this information among themselves.

V. Document site-specific approaches and identify effective, replicable program strategies. For each of the program sites, the evaluators will document, in the form of case studies, each of the program sites’ planning process, implementation strategy, and possible outcome measures. Applicants must discuss in detail how the evaluation and its related tasks will be carried out. Applicants must also provide a timeline with major milestones.

Products:

1. The evaluator is required to submit an evaluation design for the individual jurisdictions within 60 days after the grant award is made.
2. The evaluator is required to submit an assessment of the feasibility of an impact evaluation of the Partnerships To Reduce Juvenile Gun Violence within 9 months after the grant award is made.
3. The evaluator is required to submit case studies for each jurisdiction no later than 30 days following the end of the first project year.
4. The evaluator is required to submit a final evaluation report no later than 30 days following the end of the first project year summarizing the case studies and providing an overview of the program. The report should be structured to address the evaluation objectives stated earlier and provide a description of each community’s experience.

Eligibility Requirements: Applications are invited from public and private agencies, organizations, and institutions that have experience with this type of research and evaluation. Applicants must demonstrate their technical knowledge of evaluation methods and tools; content knowledge about delinquency, youth, and gun research; and process skills for assisting those who must develop and make decisions about program directions. Experience in evaluating community initiatives is highly desirable.

Selection Criteria: Applicants will be evaluated and ranked by a peer review panel according to the criteria outlined below.

Problem(s) To Be Addressed (20 points)

Applicants must include a clear and concise statement of the problem and demonstrate an understanding of the complexities of community-based initiatives research. Applicants should discuss how to apply state-of-the-art evaluation methods to achieve OJJDP evaluation objectives and overcome potential problems associated with evaluating multisite programs.

Goals and Objectives (10 points)

Applicants must establish goals and objectives for this evaluation program that are clearly defined, measurable, and attainable.

Project Design (25 points)

Applicants must present a clear research design for the conduct of a process evaluation and the formulation of a strategy to assess the evaluability of an impact evaluation. The design must be sound, feasible, and capable of achieving the objectives set forth in this solicitation.

Management and Organizational Capability (35 points)

Applicants' management structure and staffing must be adequate and appropriate for the successful implementation of the project. Key staff should have significant experience with multisite evaluation/research of community partnerships and/or juvenile or related criminal justice programs. They must demonstrate the ability to work effectively with practitioners in resolving design, definition, and data collection and analysis issues and other requirements of the project. Staff résumés should be attached. Applicants must present a workplan that identifies responsible individuals, their time commitment, major tasks, and milestones. Applicants must also document evidence of the organization's ability to conduct the project successfully. Organizational experience with multisite research and evaluation of youth crime issues is recommended.

Budget (10 points)

Applicants must provide a proposed budget that is complete, detailed, reasonable, allowable, and cost effective in relation to the activities to be undertaken.

Format: The narrative must not exceed 30 pages in length (excluding forms, assurances, and appendixes) and must be submitted on 8-1/2 by 11-inch paper, double spaced on one side of the paper in a standard 10- or 12-point font.

Award Period: The project will be funded for 36 months in three 12-month budget periods. Funding after the first budget period depends on grantee performance, availability of funds, and other criteria established at the time of award.

Award Amount: Up to \$200,000 is available for the first 12-month budget period.

Delivery Instructions: All application packages should be mailed or delivered to the Office of Juvenile Justice and Delinquency Prevention, c/o Juvenile Justice Resource Center, 1600 Research Boulevard, Mail Stop 2K, Rockville, MD 20850; 301-251-5535. Note: In the lower left-hand corner of the envelope, you must clearly write "Evaluation of the Partnerships To Reduce Juvenile Gun Violence Program."

Due Date: Applicants are responsible for ensuring that the original and five copies of the application package are received by 5 p.m. EDT on August 21, 1996.

Contact: For further information call Betty M. Chemers, Director, Research and Program Development Division, 202-307-3677, or send an e-mail inquiry to bchemers@ojp.usdoj.gov.

Endnotes

1. Don M. Gottfredson, "The Action Research Model: Collaboration for Improving Information in Juvenile Justice" in *Improving Information for Rational Decisionmaking in Juvenile Justice* (Sacramento, CA: Justice Policy Research Corporation, May 1994).

Technical Assistance to Native American Tribes and Alaskan Native Communities

Purpose: To increase the capacity of Native American tribes and Alaskan Native communities to address high rates of juvenile delinquency, violence, and child victimization in their communities, on a systemwide basis.

Background: From Fiscal Year 1992 to 1995, the Office of Juvenile Justice and Delinquency Prevention (OJJDP) funded four Native American tribes (the Gila River Indian Community, the Pueblo of Jemez, the Navajo Nation, and the Red Lake Band of Chippewa Indians) to develop community-based programs for juvenile offenders and involve their families and communities as resources in the treatment of these young offenders. The experiences of these four tribes provided insight into the general needs and problems tribes face in dealing with high rates of juvenile delinquency, violence, and child victimization. These programs have been successful in developing strategies that are built on the strengths of the tribal community.

The four OJJDP-funded tribes learned valuable lessons in the process of developing their own systems for handling juvenile offenders and meeting the multiple needs of the offenders and their families. The technical assistance provided by this initiative will gather, synthesize, and transfer knowledge and techniques learned at these four sites to other Native American tribes, Alaskan Native communities, and urban programs for Native American and Alaskan Native youth. Western justice, law and order, and correctional systems that were meant to replace most indigenous tribal systems have not received the consistent and adequate support necessary to develop in tandem with their State and local counterparts. Hence, Native American tribes and Alaskan Native communities have been struggling to rebuild or enhance their own institutions and response systems in order to reduce unacceptable levels of juvenile delinquency, violence, and victimization. The experience of the four OJJDP-funded tribes has demonstrated that Native American tribes and Alaskan Native communities can benefit from assistance designed to accelerate program development. Assistance can also help to restore their capacity to meet the needs of children and families by using their cultural strengths to support children and to prevent delinquency and victimization while building strong healthy families and communities.

Community-based programs and services are urgently needed as alternatives to detention, incarceration, and other out-of-home placements for Native American and Alaskan Native youth. In general, correctional systems and programs do not exist in Native American and Alaskan Native communities. Adequate response systems must be developed to address the fact that there are only 42 detention facilities designed to provide housing for Native American juvenile offenders. These facilities have a combined capacity of 339 juvenile beds nationwide for the more than 20,000 Native American juveniles arrested annually, as reported by the Bureau of Indian Affairs. The lack of

facilities in Native American and Alaskan Native communities, coupled with geographically limited access to them, compounds the need for tribes to develop community-based systems to address delinquency, violence, and child victimization at the earliest possible points of intervention and to transfer knowledge that has been gained from the four-site project. Although the need for additional secure facilities and programs is acknowledged and requires further attention, the overarching goal of this initiative is to build and enhance the capacity of community-based programs and services that tribes rely on to respond to the needs of children and families in their communities.

Reliance on correctional institutions to achieve rehabilitative goals contradicts the philosophy of most Native American people who live in communal societies. They believe that—although wrongdoers must be corrected—youth need to have their problems resolved within their own social and cultural environment. However, tribes have limited programs, services, and financial resources. Of the full spectrum of primary, secondary, and tertiary prevention and intervention services needed to treat non-Native American youth, tribes often have services consisting only of outpatient counseling and institutional care.

To be more consistent with the Native American rehabilitative philosophy, tribes need a full array of services, including day treatment programs, community-based shelters or group homes, after-school and recreation activities, alternative education, job training, employment, and parenting classes. They need a continuum-of-care system, including a system of graduated sanctions that provides nonincarceration alternatives, such as intensive supervision and day treatment programs. Tribes also would benefit from programmatic enhancements—for example, case management and referral systems, management information systems, and program evaluation capacity. Permanency planning that results in services becoming firmly established and integrated in the community could gradually create a better balance of service delivery over the next decade among treatment, prevention, and early intervention.

To meet the goals and objectives of the National Juvenile Justice Action Plan of the Coordinating Council on Juvenile Justice and Delinquency Prevention and to participate meaningfully in this national agenda, tribes require access to technical assistance from OJJDP and other sources of Federal support. Many of the objectives outlined in the Action Plan—for example, the use of balanced and restorative justice principles and approaches to handling the problems of children, youth, and families—coincide with the goals of Native American and Alaskan Native people. Many tribes and communities will recognize these philosophies because the concepts are already embedded in their value systems. For instance, many tribes and communities use traditional methods of conflict resolution, mediation, and peacemaking that are based on indigenous concepts of law and justice. The Department of Justice supports the strengthening of these systems by using available Federal resources to enhance the local efforts of the tribes and villages.

Goal: To equip tribal governments with the necessary information and tools to enhance or develop comprehensive, systemwide approaches to reduce juvenile delinquency, violence, and child victimization and increase the safety of their communities.

Objectives: The selected grantee will:

1. Develop and deliver technical assistance to the four tribal sites funded by OJJDP under the Native American Alternative Program and develop and deliver technical assistance packages for use by additional Native American tribes and Alaskan Native communities on request.
2. Assist tribes and Alaskan Native communities to plan and develop systemwide, comprehensive service delivery programs, including development of tribal juvenile and family justice plans, tribal- and community-based conflict resolution systems, juvenile code development, continuum-of-care and aftercare components, case management systems, day treatment and other community-based alternatives, and program evaluation.
3. Provide technical assistance at three levels: immediate response, comprehensive system response, and specialized response.
4. Outline a method for delivering technical assistance that includes correspondence and documentation, onsite consultation and technical assistance, and dissemination of information that may include workshops, seminars, or conference presentations.
5. Develop written program implementation materials that can be replicated and used to assist tribal and village agencies in developing juvenile and family support systems.
6. Assist tribes and villages in developing data collection systems that can be used and managed, including a process for sharing information among internal tribal programs and with external agencies, such as OJJDP and other Federal and State agencies.
7. Assist tribes and villages in building sustainable systems that include funding strategies for seeking support from sources such as private foundations, private businesses, local units of government, and States; obtaining political, legislative, and community support for juvenile and family systems; and forming liaisons and working relationships with local, State, and Federal agencies to enhance communications and networking efforts.

The grantee will coordinate with OJJDP's National Training and Technical Assistance Center (NTTAC) and other grantees and contractors and seek input from United States Attorneys in order to develop toolkits and resource products such as screening tools and assessment and

training components to be used by the Native American tribes and Alaskan Native villages. The grantee will produce several additional resource products including, but not limited to, educational curriculums; technical assistance protocols for service components such as court, law enforcement, social service, health, and education agencies; assessment and screening tools; planning and analysis tools; models for community mobilization; and data management systems.

Program Strategy: OJJDP will competitively select one organization to provide technical assistance to Native American tribes, Alaskan Native communities, and urban jurisdictions where Native American people and Alaskan Natives reside. This program will be implemented under a 3-year project period. A cooperative agreement will be awarded for an initial 12-month budget period. Subsequent awards will be made annually for two additional 12-month budget periods during the 36-month project period. Work to be performed in the second and third years will be determined later.

The grantee will meet with OJJDP and NTTAC following the award to review the project implementation plan submitted with the application and the assessment of needs for technical assistance.

In year one the grantee will provide training and technical assistance to the four OJJDP-funded tribes and other Native American and Alaskan Native communities requesting assistance. During year two the grantee will continue to provide training and technical assistance, conduct and refine the technical assistance needs assessment, and develop a manual that focuses on the products and procedures involved in providing technical assistance and training to Native American and Alaskan Native communities. During year three the grantee will provide technical assistance and training using the manual.

Products: The grantee will be required to provide technical assistance to the four OJJDP-funded tribes, other Native American tribes, Alaskan Native communities, or urban programs for Native American and Alaskan Native youth and to produce a number of products over the 3-year project period. During the first project year, the grantee will provide technical assistance and produce:

- A summary document describing the four OJJDP-funded sites, including their need for expansion, issues and best practices, and components on race and cultural competence.
- A refined plan and protocols for delivering technical assistance to Native American and Alaskan Native communities.
- A plan for disseminating information.

Products for years two and three, in addition to the manual mentioned earlier, will be agreed to by the grantee and program office after the initial award.

Eligibility Requirements: OJJDP invites applications from public and private agencies, organizations, and institutions that have a history of providing services to Native American tribes and Alaskan Native communities in justice and justice-related areas. Private for-profit organizations are eligible to apply but must waive any fee or profit to be eligible for this program. This is a competitive technical assistance initiative, and funds will be awarded under a cooperative agreement to an organization or collaboration of organizations with (1) significant experience in working with Native American and/or Alaskan Native tribal justice, law and order, and correctional systems, (2) expertise in delivery of technical assistance to tribal communities and urban Native American and Alaskan Native programs, (3) demonstrated competence in race relations and cultural issues, and (4) proficiency in creating and implementing technical assistance programs for Native American tribes and Alaskan Native communities.

Selection Criteria: Applications will be rated by a peer review panel on the extent to which they meet the following criteria:

Problem(s) To Be Addressed (25 points)

Applicants must concisely describe the problems to be addressed by the proposed program and convey a clear understanding of the purposes, work requirements, and expected results of the project. In particular, the applicant must indicate an understanding of Native American and Alaskan Native crime, delinquency, violence, and victimization issues; multijurisdictional issues; and the socioeconomic conditions that tribes and communities face when responding to the needs of juveniles and their families. The applicant must demonstrate an understanding of the importance of race and culture in administering justice-related services and programs for Native American and Alaskan Native people and the culture of intertribal relationships. Applicants must also address the problems associated with providing technical assistance to Native American tribes or Alaskan Native communities whose boundaries encompass multiple jurisdictions involving local, county, State, and Federal governments.

Goals and Objectives (10 points)

Applicants must provide succinct statements demonstrating an understanding of the objectives and tasks associated with the program and describing how the proposed activities meet those objectives.

Project Design (25 points)

Applicants must detail a project design that is viable, meets the goals and objectives of the program, and is within their ability to carry out. The design must delineate quantitative and qualitative measures by which progress in meeting project objectives will be assessed. The design must indicate how project objectives and work requirements will be met and describe a cohesive, well-thought-out plan for transferring knowledge and best practices to Native American tribes and Alaskan Native communities.

Management and Organizational Capability (35 points)

Management structure, staffing, and experience working with tribal, local, State, and Federal entities must be shown to be adequate and appropriate to implement and complete the project successfully, efficiently, and cost effectively. Commitments of collaboration with other organizations must show clearly and specifically each organization's project responsibilities and the manner in which ongoing communications and collaboration will be managed.

The applicant must document its ability to conduct the project and to address all eligibility requirements. This documentation should include a succinct description of organizational experience with respect to the program objectives and proposed activities. Key project staff should have significant hands-on experience working with or in Native American or Alaskan Native communities and in the areas addressed in this initiative. Descriptive résumés or job descriptions must be provided for all key staff.

Budget (5 points)

Applicants must provide a budget for the activities to be undertaken that is complete, detailed, reasonable, allowable, and cost-effective and a budget narrative that describes and justifies proposed costs.

Award Period: This project will be funded under a cooperative agreement for 36 months in three 12-month budget periods. Funding after the initial budget period depends on grantee performance, availability of funds, and other criteria established at the time of award.

Award Amount: Up to \$300,000 is available for the initial 12-month budget period.

Delivery Instructions: All application packages should be mailed or delivered to the Office of Juvenile Justice and Delinquency Prevention, c/o Juvenile Justice Resource Center, 1600 Research Boulevard, Mail Stop 2K, Rockville, MD 20850; 301-251-5535. Note: In the lower left-hand corner of the envelope, you must clearly write "Technical Assistance to Native American Tribes and Alaskan Native Communities."

Due Date: Applicants are responsible for ensuring that the original and five copies of their application package are received by 5 p.m. EDT on August 16, 1996.

Contact: For further information call Robert Hubbard, Program Manager, Training and Technical Assistance Division, 202-616-3567, or send an e-mail inquiry to hubbard@ojp.usdoj.gov.

References

American Indian Law Center, Inc. Study of Tribal and Alaska Native Juvenile Justice Centers. Albuquerque, New Mexico, 1991.

Armstrong, Troy, Michael Guilfoyle, and Ada Pecos Melton. Native American Delinquency: An Overview of Prevalence, Causes and Correlates, and Promising Tradition-Based Approaches to Sanctioning. Washington, D.C.: Office of Juvenile Justice and Delinquency Prevention, 1992.

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Training and Technical Assistance for National Innovations To Reduce Disproportionate Minority Confinement (The Deborah Ann Wysinger Memorial Program)

Purpose: To reduce the disproportionate confinement of minority juveniles in secure detention and confinement facilities.

Background: This program implements Section 261(a)(8) of the Juvenile Justice and Delinquency Prevention (JJDP) Act of 1974, as amended. National data and studies have shown that children of color are overrepresented in secure juvenile and criminal justice facilities across the country. Accordingly, in the 1988 reauthorization of the JJDP Act, Congress amended the Part B Formula Grants Program State plan requirements to include a new State plan requirement—addressing the disproportionate confinement of minority juveniles where it exists. The Office of Juvenile Justice and Delinquency Prevention (OJJDP) issued regulations requiring States participating in the Formula Grants Program to gather and analyze data on disproportionate minority confinement (DMC) and, depending on the findings, to design strategies to address the issue. A Special Emphasis discretionary grant program was developed to demonstrate model approaches in five competitively selected pilot States (Arizona, Florida, Iowa, North Carolina, and Oregon). Funds also were awarded to a national contractor to provide technical assistance to both the pilot States and other States, to evaluate their efforts, and to share relevant information nationwide. By 1995, Special Emphasis awards had been made to support 12 demonstration projects to test innovative interventions designed by States and local communities to address DMC.

Despite these activities, many of the factors contributing to overrepresentation of minorities in secure facilities remain unchanged, or are even more prevalent, as reflected in the widespread disparity in juvenile case processing,¹ the paucity and poor quality of support services and resources, increased numbers of children living in poverty, continuing disintegration of family structure, teen pregnancy, drug use, truancy and dropouts, gang activity, and increased availability of guns and drugs. These factors' impact is greatest in minority communities. The consequence of not addressing contributing factors was highlighted in the October 1995 report from the Sentencing Project, *Young Black Americans and the Criminal Justice System: Five Years Later*. That report revealed that nationwide one in three black men in the 20–29 age group is under the supervision of the justice system (in prison or jail; on probation or parole)—up from one in four in 1990.² Many of these young men are graduates of a juvenile justice system that failed to address their needs.

Current and previous efforts to address overrepresentation yield two fundamental lessons. One is that systemic, broad-based interventions are necessary to reduce DMC. The other is that each jurisdiction must assess the magnitude, extent, and nature of the disparity. The experience of the pilot States makes it clear that people are able to reach consensus on corrective actions only by gaining a full understanding of how and where disproportion arises—that is, at what specific steps during the arrest, detention, and adjudication process does disproportionality begin to appear or increase. Field assessments and State site evaluations have also generated useful information. OJJDP recognizes the need to foster development and documentation of effective strategies nationwide using training, technical assistance, information dissemination, provision of practical and targeted resource tools, and public education.

To help meet that need, OJJDP is issuing this competitive solicitation for innovative proposals to implement a 3-year national training, technical assistance, and information dissemination initiative focused on the issue of disproportionate confinement of minority juveniles. An award of \$300,000 will support this program in its first year.

Goal: To help State and local jurisdictions reduce the overrepresentation of minority children and youth in secure detention and correctional facilities, jails, and lockups by providing jurisdictions with knowledge that will enable them to successfully address those factors that contribute to the problem.

Objectives: The selected grantee will:

1. Review and synthesize current State and local practices and policies designed to address DMC.
2. Develop and deliver training to juvenile justice specialists, State Advisory Group (SAG) chairs, and selected grantees to raise levels of understanding about effective interventions and impediments to successful action.
3. Assist key OJJDP grantees to incorporate DMC issues, practices, and policies into their training and education programs. (Key grantees are those training and technical assistance providers working with police, the courts, and juvenile detention staff; SafeFutures sites; Title V recipients; and States using State Challenge Program funds to address DMC.)
4. Assist current DMC grantees to manage, institutionalize, and sustain their programs.
5. Collaborate with OJJDP's Formula Grants Program technical assistance contractor and OJJDP staff on effective approaches and strategies for improving State DMC compliance plans.

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6. Develop and implement a national dissemination and education program on effective DMC interventions that facilitates the development of similar efforts at the State and local levels.

Program Strategy: OJJDP will make a single award under a cooperative agreement. The purpose of this award is to equip States and local units of government to address in systematic and strategic ways over a 3-year period the disproportionate confinement of minority youth, where it is determined to exist. This will be accomplished through (1) development of resource materials, guidelines, and programs suitable for targeted dissemination; (2) development of a core curriculum on DMC issues, barriers, supports, and successful interventions suitable for use with elected officials, judges, law enforcement agencies, prosecutors, public defenders, court personnel, State Advisory Groups, and juvenile justice specialists; (3) delivery of technical assistance to State and local agencies to support strategic planning, program design, program implementation, and policy formulation that addresses DMC both in the long and short term; and (4) support for OJJDP grantees, including the use of DMC materials and the core curriculum, to make their programs responsive to this issue.

Because OJJDP regards DMC as an overarching issue in the juvenile justice system, the grantee will coordinate the work of this cooperative agreement with other OJJDP grantees addressing delinquency prevention, juvenile justice system improvement, and research and data collection. This coordination entails ensuring that information is shared and that collaboration occurs where appropriate. Additionally, materials developed under other grants and contracts that either relate to this issue or have potential for supporting the work of this initiative will be made available to this grantee. These materials will allow the grantee to avoid duplication and expand the impact of work being done to enhance and strengthen efforts to reduce DMC. The materials, protocols, curriculums, and resource and dissemination networks of OJJDP's National Training and Technical Assistance Center, Community Research Associates (the national technical assistance contractor for the Formula Grants Program), and other key OJJDP grantees and contractors will support the development of products identified in this solicitation.

The applicant is to provide program budget support for two annual meetings of an advisory group of five to seven persons selected to support project implementation. The specific tasks of the advisory group are to provide consultation and advice to the grantee on current DMC policy and practice issues and to advise on the impact and progress of DMC program planning and implementation. Members are to be selected to ensure diversity of perspectives, experience, and cultural orientation.

Products: The grantee will be required to produce a number of products over the 3-year project period. During the first project year, the grantee will:

- Conduct at least two technical assistance meetings for target audiences to be determined by OJJDP.
- Produce a summary assessment of DMC policy and practice throughout the Nation.
- Develop a training curriculum on DMC requirements, issues, and effective interventions, including components on ethnic and cultural competence.
- Provide reports of the results of the needs assessments conducted with the current DMC grantees and plans to support and assist each grantee.
- Develop a plan for providing intensive technical assistance to selected communities.

Products for years two and three will be agreed to by the grantee and program office after award.

Eligibility Requirements: OJJDP invites applications from public and private agencies, organizations, and institutions. Private for-profit organizations must waive any fee or profit to be eligible for this program. This is a competitive training and technical assistance program. Funds will be awarded under a cooperative agreement to an organization or collaboration of organizations with significant experience in the assessment and development of programs designed for disadvantaged and culturally diverse youth living in communities lacking culturally sensitive services; expertise in delivery of training and technical assistance to tribal, rural, and urban communities; demonstrated competence in management of intercommunity group relations and cultural issues; and experience in creating and implementing broad-based public education efforts. As a result of the combination of skills required, organizations are encouraged to collaborate in applying for this program. The award would be made to a lead agency, which would be responsible for distributing award funds as described in the application.

Selection Criteria: Applications will be rated by a peer review panel on the extent to which they meet the following criteria:

Problem(s) To Be Addressed (15 points)

Applicants must concisely describe the problems to be addressed by the proposed program and convey a clear understanding of the purposes, work requirements, and expected results of the project. In particular the applicant must indicate an understanding of DMC issues, the barriers and supports to DMC reduction, and the importance of ethnic and cultural competence to program

success. Applicants must also address the problems associated with providing DMC training and technical assistance to States and localities.

Goals and Objectives (15 points)

Applicants must provide succinct statements of project goals and objectives that demonstrate an understanding of the overall objectives and tasks of this solicitation and describe how the proposed program meets those objectives.

Project Design (30 points)

Applicants must detail a project design that is viable and within their ability to carry out. Applicants must delineate quantitative and qualitative measures by which progress in meeting project objectives will be assessed. Applications must indicate how project objectives and work requirements will be met and must describe a cohesive and well-thought-out plan for transferring to the field knowledge about DMC and best practices for reducing DMC.

Management and Organizational Capability (25 points)

Management structure, staffing, and experience working with State agencies and local entities must be shown to be adequate and appropriate to implement and complete the project successfully, efficiently, and cost effectively. Commitments of collaboration with other organizations must clearly and specifically show respective project responsibilities, dollar amounts, number of hours, and the manner in which ongoing communication and collaboration will be managed. Key project staff should have significant experience in the areas addressed in this initiative, including juvenile justice system processing and multicultural programming for youth. Descriptive résumés must be provided for all key staff.

The applicant organization must document its ability to support the project, being certain to address all of the eligibility requirements. This section should include a succinct description of organizational experience with respect to the program objectives and proposed activities.

Budget (15 points)

Applicants must provide a budget for the activities to be undertaken that is complete, detailed, reasonable, allowable, and cost effective and a budget narrative that describes and justifies proposed costs.

Award Period: This project will be funded for 36 months in three 12-month budget periods. Funding after the first budget period depends on grantee performance, availability of funds, and other criteria established at the time of award.

Award Amount: Up to \$300,000 is available for the initial 12-month budget period.

Delivery Instructions: All application packages should be mailed or delivered to the Office of Juvenile Justice and Delinquency Prevention, c/o Juvenile Justice Resource Center, 1600 Research Boulevard, Mail Stop 2K, Rockville, MD 20850; 301-251-5535. Note: In the lower left-hand corner of the envelope, you must clearly write "Training and Technical Assistance for National Innovations To Reduce Disproportionate Minority Confinement."

Due Date: Applicants are responsible for ensuring that the original and five copies of the application package are received by 5 p.m. EDT on August 26, 1996.

Contact: For further information call Robin V. Delany-Shabazz, Program Manager, Training and Technical Assistance Division, 202-307-9963, or send an e-mail inquiry to delany@ojp.usdoj.gov.

Endnotes

1. Howard N. Snyder and Melissa Sickmund, *Juvenile Offenders and Victims: A National Report* (Washington, DC: Office of Juvenile Justice and Delinquency Prevention, August 1995), p. 92; William Feyerherm, *Lessons Learned* (Washington, DC: Office of Juvenile Justice and Delinquency Prevention, 1996, in press).
2. Marc Mauer and Tracy Huling, *Young Black Americans and the Criminal Justice System: Five Years Later* (Washington, DC: The Sentencing Project, 1995), 1-2.

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- American Bar Association. *America's Children at Risk: A National Agenda for Legal Action*. Report of ABA Working Group on the Unmet Legal Needs of Children and Their Families, 1993.
- Annie E. Casey Foundation. *Kids Count Data Book*. Baltimore, MD: Casey Foundation, 1995.
- Bishop, D.M., and C.E. Frazier. *A Study of Race and Juvenile Processing in Florida*. A report submitted to the Florida Supreme Court Racial and Ethnic Bias Study Commission, 1990.

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Kempf, K.L., S.H. Ecker, and R.L. Bing. An Analysis of Apparent Disparities in the Handling of Black Youth Within Missouri's Juvenile Justice System. St. Louis: Department of Administration of Justice, University of Missouri, 1990.

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Pope, C.E., and W. Feyerherm. "Minorities and the Juvenile Justice System." OJJDP Research Summary. Washington, D.C.: U.S. Department of Justice, 1993.

Pope, C.E., and W. Feyerherm. "Minority Status and Juvenile Justice Processing." *Criminal Justice Abstracts* 22 (2): 327-336 (part I); 22 (3): 527-542 (part II), 1990.

Training and Technical Assistance Program To Promote Gender-Specific Programming for Female Juvenile Offenders and At-Risk Girls

Purpose: To stimulate, expand, and strengthen the development and implementation of gender-specific programming for at-risk adolescent girls and female juvenile offenders.

Background: Historically, discussions of juvenile crime and delinquency have assumed a male population. Until recently, research information to develop a national profile on females in the juvenile justice system has been limited. Research in this area has been stimulated by increases in juvenile female arrests and incarceration since the early 1990's and by the 1992 Amendments to the Juvenile Justice and Delinquency Prevention (JJDP) Act of 1974, as amended. Although the overwhelming majority of juveniles under State jurisdiction in correctional facilities are male— 48,010 nationally—more than 5,000 juvenile females were admitted to State-operated facilities in 1993.¹ According to data provided by the National Center for Juvenile Justice, U.S. law enforcement agencies made an estimated 570,100 arrests involving females under the age of 18 in 1993. This reflected a 23-percent increase for female arrests, compared with an 11-percent increase in arrests of male juveniles between 1989 and 1993. In addition to an increase in arrests and incarceration, the nature of the offenses committed by juvenile female offenders has become more serious. Between 1989 and 1993, juveniles charged with person offenses increased as a proportion of the female custody population, growing from 16 percent to 29 percent of detained females and from 23 percent to 31 percent of committed female offenders.²

As attention is focused on girls in the juvenile justice system, the following profile prepared by Ilene Bergsmann is useful:

“Juvenile female offenders are typically 15–16 years old from poor, inner city neighborhoods. They are high school dropouts and are or have been victims of sexual and/or physical abuse or exploitation. Most come from single parent families, have experienced foster care placements, lack adequate work and social skills, and are substance abusers. Most are girls of color.”³

In her analysis of juvenile female offender data, Bergsmann notes three major trends: “[A]rrests and petitions to court for robbery and aggravated assault have increased, the age of involvement in the justice system is younger (with a 10% increase in the numbers of 13- and 14-year-olds coming into juvenile court), and minority representation has increased with the number of African-American girls increasing over the past five years from 17% to 22%.”⁴ From data collected in 29 States, the

National Council on Crime and Delinquency reported that African-American girls comprise nearly 50 percent of all girls in secure detention, His-panics account for 13 percent, and Caucasians 34 percent.⁵ If these trends continue, “female delinquents will continue to occupy more of the time and attention of policy makers, service providers, court officials, law enforcement agencies, and communities.”⁶

More girls continue to be incarcerated for status offenses than boys, and the situation is made worse by the practice of “bootstrapping,” that is, the practice of layering the original status offense with a delinquent charge as a result of violation of a valid court order related to the status offense. Bishop and Frazier (1992) found in their study of the Florida juvenile justice system that the young people most likely to be “bootstrapped” were girls who had committed status offenses, a practice which results in large numbers of girls being punished far out of proportion to the seriousness of their offenses.⁷

Current research focuses on participation of girls in gang structures within the context of a shift in juvenile female offender behavior toward increased violence. While studies confirm that girls today do commit a wider range of delinquent behavior than ordinarily believed, research also documents that girls have long been in gangs, and their participation in these gangs is heavily influenced by their gender.⁸ While female gang members may engage in violent activities, the need for surrogate families, physical safety, companionship, and sometimes financial or other assistance is more critical to them.⁹

In recognition of these trends, Section 223(a)(8) of the JJDP Act was modified by the 1992 Amendments to require that State plans address the issue of gender bias in the juvenile justice system. This section of the JJDP Act required an analysis of gender-specific services for the prevention and treatment of juvenile delinquency, including types of services available and the need for services for females. Also included among the 10 Part E State Challenge Program Activities was a challenge to States to provide for the development and adoption of policies to prohibit gender bias in placement, treatment, and programming for female juveniles.

At the State and local levels, there has been a growing recognition that effective programming for juvenile female offenders must be specific to the unique needs of females and that gender-specific programs must provide services designed to intervene comprehensively in the lives of young girls. Early gender-specific programs challenged the practice of redefining programs developed for boys as “girls programs,”¹⁰ noting that the underlying philosophy, focus, and substance of gender-specific programs must be targeted to girls. As States have begun to develop secure residential programs that incorporate gender-specific treatment practices, the need for advocacy has been very much a part of their overall approach. This approach recognizes the need to enact legislation to provide gender equity in resource allocation and to define public agency policies and practices that support gender-specific programs for girls in the custody of public agencies.

To assist States in responding to the gender-specific program emphasis in the 1992 Amendments to the JJDP Act, OJJDP has supported several initiatives:

- Convened a training and technical assistance workshop in Minneapolis, Minnesota, through Community Research Associates (CRA) to assist States that had demonstrated a commitment to addressing gender-specific issues within their juvenile justice systems. The technical assistance included sharing information on state-of-the-art juvenile programming for females, identifying statewide programmatic models to address system gender bias and gaps in service delivery systems, and delivery of onsite consultation on a State-by-State basis to help State Advisory Group members and their State planning agency staff to initiate systematic planning around these issues.
- Awarded three competitive Special Emphasis Program grants to support development and implementation of community-based projects to provide intervention services for females in the juvenile justice system.
- Sponsored a National Female Juvenile Offender Conference, through the American Correctional Association, in Chicago, Illinois to increase awareness of the needs of incarcerated juvenile female offenders and to highlight a set of innovative gender-specific programs, approaches, and strategies used by juvenile corrections and detention agencies.

Over the past several years, OJJDP has provided a range of technical assistance and training on gender-specific programming and planning to States and local jurisdictions through CRA, the national technical assistance contractor, to support implementation of the State Formula Grants Program. OJJDP's Fiscal Year 1995 Program Plan included "Comprehensive Community-Based Services For At-Risk Girls and Adjudicated Juvenile Female Offenders" as a component of the SafeFutures: Partnerships To Reduce Youth Violence and Delinquency initiative.

The Training and Technical Assistance Program To Promote Gender-Specific Programming for Female Juvenile Offenders and At-Risk Girls is expected to build on prior OJJDP efforts. The developmental objective is to synthesize into training curriculums and a technical assistance strategy lessons learned about female-specific programming and the needs of adolescent girls. The program, through education and other means, is designed to help public and private decisionmakers and other stakeholders expand their organizational capacity and gender-sensitive policies to effectively meet the needs of at-risk girls.

Goal: Adoption and enhancement of policies and practices in State, local, public, and private youth-serving agencies that reflect gender-specific programming and strategies for at-risk girls and female juvenile offenders, including those related to gang activity.

Objectives: The objectives of this initiative are:

1. To develop and test a generic curriculum aimed at decisionmakers in juvenile corrections and detention agencies, national advocacy organizations, and community-based, youth-serving agencies and organizations. The curriculum should convey the need for effective gender-specific programming for juvenile females and also present information about the elements of such programs.
2. To develop, test, and deliver a technical assistance package on the development of gender-specific programs for juvenile females suitable for community-based agencies serving high-risk populations and juvenile correctional and detention agencies, within the context of organizational development goals and objectives.
3. To inventory female-specific programs, identify those program models designed to build upon the gender-specific needs of girls, and prepare a monograph suitable for national dissemination.
4. To design and test a generic curriculum for line staff delivering services to juvenile females in community-based agencies that serve girls at high risk and juvenile correctional agencies within an organizational development context. This curriculum shall include a module focused upon girls affiliated with gangs, suitable for use by community-based youth workers who include female gang members as part of their targeted service population.
5. To design and implement a targeted public education initiative focused on the need for gender-specific programming for girls.
6. To design and conduct training for trainers serving a selected number of juvenile justice system and community-based, youth-serving agencies on the two generic curriculums.

Program Strategy: OJJDP will competitively select an organization to design and implement a three-dimensional strategy, including training, technical assistance, and information dissemination, over a 3-year project period. Activities are expected to result in increased female-specific programming and strategies, enhanced by gender-supportive policies and practices in a targeted set of agencies that have legal or community-assigned responsibility for serving females who are at risk of delinquency or who are under the jurisdiction of the juvenile justice system. The activities should also increase interest among a larger universe of agencies and jurisdictions in fostering such programming and strategies. The program will be implemented in three phases under a cooperative agreement.

Phase I will focus on (1) identification of effective female-specific program models and preparation of a monograph entitled *Guiding Principles for Effective Female Programming: An Inventory of Best Practices* and (2) design and testing of a gender-specific curriculum for relevant decisionmakers at the State and local levels and in public and private agencies and organizations.

Phase II will focus on (1) development and delivery of a technical assistance package to agencies and jurisdictions that have an interest in making substantive policy changes in programming for females within an organizational development context, (2) design and implementation of a targeted public education initiative focused on increased awareness of the needs of girls and the gap in gender-specific programming among decisionmakers having specific capacity to influence or support gender-specific programming, and (3) building on other OJJDP-funded programs, design and testing of a generic curriculum for line staff delivering services to juvenile females in community-based agencies and correctional detention facilities that lends itself to use by a broad audience of youth-services providers.

Phase III will focus on (1) development, testing, and selected delivery of a curriculum for training trainers on the generic service delivery curriculum and the decisionmakers curriculum, (2) refinement of curriculums and the technical assistance package based on test experiences and preparation of each in a manner suitable for reproduction and dissemination, and (3) delivery of technical assistance to jurisdictions and State correctional systems interested in development and implementation of gender-specific policies and programming. Following testing, refinement, and targeted delivery, both curriculums will be used by the OJJDP National Training and Technical Assistance Center (NTTAC), the National Institute of Corrections, and others for further training of trainers and juvenile correctional and detention decisionmakers.

The grantee will collaborate with OJJDP and NTTAC to support multijurisdictional technical assistance teams. The grantee also will support other OJJDP grantees and contractors in planning and conducting at least one meeting of sites that are implementing strategies to improve gender-specific programming.

Products: The grantee will be required to produce a number of products over the 3-year project period. These products include, but are not limited to, those listed below.

Year 1: A generic curriculum of 2 to 3 days for policymakers on female-specific programming with implications for organizational development; a monograph entitled *Guiding Principles for Effective Female Programming: An Inventory of Best Practices*.

Year 2: A generic curriculum of 3 to 5 days for practitioners providing direct services to female adolescents in community-based, youth-service agencies and juvenile institutional settings, both secure and nonsecure; a technical assistance package suitable for directing self-guided program development in female-specific programming.

Year 3: A generic curriculum for training of trainers on both curriculums; a public education and information kit suitable for State and local organizations and agencies to use with targeted audiences.

Additional products determined to be essential to successful implementation of the program will be determined as the project is implemented.

Eligibility Requirements: OJJDP invites applications from public and private agencies, organizations, and institutions. Applicants must demonstrate substantive experience in developing and implementing female-specific programming in public or private youth-serving agencies. Applicants will be reviewed and rated competitively with criteria weighted to support selection of a provider with a combination of expertise in program development, technical assistance and training, and a knowledge of the essentials of gender-specific programming for adolescent females.

Selection Criteria: Applications will be rated by a peer review panel on the extent to which they meet the following criteria:

Problem(s) To Be Addressed (25 points)

Applicants must concisely describe the problems to be addressed by the proposed program and convey a clear understanding of the purposes, work requirements, and expected results of the project. Specifically, the applicant must indicate an understanding of the need for female-specific programming, essential elements of female-specific training, and the principles that should guide development of female-specific programming.

Goals and Objectives (10 points)

Applicants must provide succinct statements demonstrating an understating of the objectives and tasks associated with the program and describing how the proposed program will meet those objectives in measurable terms.

Project Design (20 points)

Applicants must detail a project design that is viable, meets the goal and objectives of the program, and is within their ability to carry out. The design must delineate quantitative and qualitative measures

for gauging successful implementation and must explain why the proposed approach is sound and effective. The project design must include applicable procedures and a project implementation plan that details tasks in relation to required products and timeframes. All tasks identified must be directly linked to the stated goal and objectives of this solicitation and the issues addressed in this announcement.

Management and Organizational Capability (35 points)

The project's management structure and staffing must be adequate and appropriate for the successful implementation of the project. Key staff must have significant experience with female-specific programs, development and management of training and technical assistance efforts, management of programs of national scope, and public education efforts. Staff résumés must be attached.

The application must clearly document the ability of the applicant's organization to success-fully support the project. The documentation must include organizational experience in programming for youth that serves a range of ethnic and cultural groups in multiproblem communities, combined with expertise in design and delivery of training and technical assistance. If multiple organizations are parties to the application, documentation should be provided for each.

Budget (10 points)

Applicants must provide a proposed budget for the activities to be undertaken that is complete, detailed, reasonable, allowable, and cost effective.

Award Period: This project will be funded for 36 months in three 12-month budget periods. Funding after the first budget period depends on grantee performance, availability of funds, and other criteria established at the time of award.

Award Amount: Up to \$200,000 is available for the initial 12-month budget period.

Delivery Instructions: All application packages must be mailed or delivered to the Office of Juvenile Justice and Delinquency Prevention, c/o Juvenile Justice Resource Center, 1600 Research Boulevard, Mail Stop 2K, Rockville, MD 20850; 301-251-5535. Note: In the lower left-hand corner of the envelope, you must clearly write "Training and Technical Assistance Program To Promote Gender-Specific Programming for Female Juvenile Offenders and At-Risk Girls."

Due Date: Applicants are responsible for ensuring that the original and five copies of the application package are received by 5 p.m. EDT on August 16, 1996.

Contact: For further information call Lauren Teeling-Adams, Program Analyst, Training and Technical Assistance Division, 202-305-4512, or send an e-mail inquiry to teeling@ojp.usdoj.gov.

Endnotes

1. Sandra L. Tunis, Madeline Wordes, Barry Krisberg, and Robert E. DeComo, "A Comparative Analysis of Female and Male Juveniles in State-Operated Facilities" (Washington, DC: Draft Office of Juvenile Justice and Delinquency Prevention Bulletin, 1996), p.1.
2. Eileen Poe-Yamagata and Jeffrey A. Butts, *Female Offenders in the Juvenile Justice System: National Center for Juvenile Justice* (Washington, DC: Office of Juvenile Justice and Delinquency Prevention, 1996), pp. 1-4.
3. Ilene R. Bergsman, *Establishing a Foundation: Just the Facts*, Monograph, National Juvenile Female Offenders Conference, "A Time For Change" (Laurel, MD: American Correctional Association, 1994), pp. 5-6.
4. Bergsman, p.8.
5. Bergsman, p. 8.
6. Poe-Yamagata and Butts, p. 13.
7. *Prevention and Parity: Girls in Juvenile Justice* (New York: Girls Incorporated, 1996), p. 19.
8. M. Chesney-Lind, "Girls, Gangs and Violence: Anatomy of a Backlash," Paper, Annual Meeting of the American Society of Criminology (New Orleans, LA: November 1992), p. 36.
9. *Prevention and Parity*, p. 10.
10. Linda Albrecht, *Understanding Juvenile Female Offenders: There is a Difference*, Monograph, National Juvenile Female Offenders Conference, "A Time for Change"(Laurel, MD: American Correctional Association, 1994), pp. 19-20.

Field-Initiated Research and Evaluation Program

Purpose: To encourage researchers working directly with State and local juvenile justice and criminal justice agencies to pursue selected topics of special interest to OJJDP and the field. Because funding amounts available under this program are limited, OJJDP is seeking new projects that involve (1) designing and testing the feasibility of various research strategies, (2) developing instruments for new research, (3) performing secondary or supplemental analysis of completed research, or (4) evaluating projects related to specified areas.

Under this program, OJJDP will support projects that complement those called for by current and new OJJDP programs (outlined in OJJDP's Comprehensive Program Plan for Fiscal Year 1996, Federal Register, May 9, 1996). Suggested issues for FY 1996 include youth gangs in correctional facilities, mental health issues in the juvenile justice system, juvenile transfers to criminal court, research on conditions of confinement, juvenile sex offenders, promising treatment approaches, and evaluations of local juvenile justice and delinquency prevention programs.

Background: Customarily, OJJDP funds research activities that either are directed by Congress or address statutory priority areas using approaches that are narrowly defined. However, imaginative and innovative ideas and approaches of researchers are not always known to OJJDP.

Through the Field-Initiated Research and Evaluation Program, OJJDP welcomes new avenues of inquiry and imaginative, innovative approaches. Suggested research topics are discussed below.

Youth Gangs in Correctional Facilities

Many youth in correctional facilities are or have been members of youth gangs involved in violent and criminal activities. Currently, there is no research that addresses the problem of youth gangs in these facilities, the impact they have on the development of gangs within a facility, the recruitment of youth to become members of existing gangs, and communication between members of youth gangs in the facility and associates outside the facility.

Mental Health Issues in the Juvenile Justice System

OJJDP is interested in research pertaining to mental health issues and the juvenile justice system. Areas of inquiry may include, but are not limited to, legal standards as they apply to juveniles in criminal court, including adjudicative competence of adolescents; incidence and prevalence of mental health problems in the juvenile justice system; outcome evaluations of mental health programs

in the juvenile justice system; impact of managed health care on the juvenile justice system; and efficacy of mental health treatment programs in the juvenile justice system.

Juvenile Transfers to Criminal Court

States increasingly are asking the criminal justice system to handle juvenile offenders. What kinds of sentences are being handed out to transferred youth? Do changes in transfer practices affect future behavior? What effects have transfers had on juvenile detention and training centers? On adult prisons? Answers to these and other questions are needed to inform public policy and shape practices.

Research on Conditions of Confinement

In 1994 OJJDP released the results and recommendations from its national study, *Conditions of Confinement: Juvenile Detention and Corrections Facilities*. Since that release, OJJDP has undertaken several major projects that address the recommendations made to Congress to improve conditions for juveniles. However, a number of recommendations for research and evaluation have not yet been undertaken. These include issues such as the impact high staff turnover has on facility safety and operations; the impact of crowding; studies that document the educational and treatment needs of detained or confined juveniles; and comparative studies of conditions in juvenile facilities with high rates of the use of searches, isolation, and restraints to maintain order and security. Applicants are invited to pursue research in these areas of inquiry.

Juvenile Sex Offenders

Since the mid-1980's, juvenile sex offenders (JSO's) have become an issue of increasing concern for the juvenile justice system. These offenses create fear and outrage within the community even though the number of JSO's is relatively small (1 percent of all delinquency cases disposed by juvenile courts in 1992). Practitioners and researchers also point to the pernicious nature of sex offenses and the disproportionate resources such offenders consume. There has been some work on the processing of JSO cases, risk profiling of JSO's, and treatment modalities for JSO's. Research/evaluation that expands our knowledge of these issues is encouraged. In addition, research is invited on topics such as the etiology of sexual offending (types, prevalence, victimization); the relationship between juvenile and adult offending; the response of the juvenile court; and treatment outcomes.

Promising Treatment Approaches

OJJDP's Comprehensive Strategy for Serious, Violent, and Chronic Juvenile Offenders is a risk-focused approach to prevention and reduction of juvenile crime. Its graduated sanctions component is based on the premise that an effective juvenile justice system combines accountability and sanctions with increasingly intensive treatment and rehabilitation services. Early intervention and treatment services that are based on risk and protective factors are also primary prevention strategies that will result in fewer children progressing through the juvenile justice system to become serious, violent, or chronic offenders. Accordingly, OJJDP has a particular interest in promising treatment approaches that address those risk and protective factors for crime and violence. Literature reviews of specific kinds of effective and promising programs, analyses of existing treatment models, evaluation designs, and analysis of existing data sets of treatment outcomes are examples of activities appropriate for this area.

Evaluations of Local Juvenile Justice and Delinquency Prevention Programs

One of the basic ways of advancing knowledge of juvenile justice programs and methods is through evaluation. While major evaluative research projects would be too time consuming and expensive for this field-initiated program, OJJDP believes there are many short-term, inexpensive projects that could be funded in this area. Assessments of local programs would be of great assistance to those determining where to target scarce program resources. Evaluations of program or organizational changes and reviews of evaluations which have been conducted in specific areas are also suggestions for projects that could be funded under this program.

Goal: To promote field-initiated research and evaluation applications that will contribute to the prevention and reduction of juvenile delinquency and to the development of more effective juvenile justice practices.

Objectives: The objectives of this initiative are:

1. To promote and support innovative research and evaluation in the juvenile justice field with emphasis on specific priority areas.
2. To encourage new methods for dealing with priority problems.
3. To develop knowledge that will lead to new techniques, approaches, and methods to improve the juvenile justice system and delinquency prevention programs.
4. To make maximum use of previously collected data that can answer questions of interest to the field and OJJDP.

Program Strategy: Through the Field-Initiated Research and Evaluation Program, OJJDP is actively soliciting innovative program proposals that address issues and problems OJJDP has selected as priorities. Proposals should define the needs and/or problems and describe the objectives, strategy, and methodology to be employed.

Products: Proposals should contain a description of all products to be derived from the project. At a minimum, each grantee will be expected to submit a research, evaluation, or assessment report that gives an overview of the work performed, identifies its policy implications, and contains recommendations for future action.

Eligibility Requirements: Proposals are invited from individuals, public and private agencies, organizations, educational institutions, or combinations thereof. For-profit organizations are eligible to apply for all field-initiated areas except gang-related research and evaluation, provided they agree to waive any profit or fee. Applications must include a letter of commitment or cooperation from any relevant public or private agency or program with which the research or evaluation is being conducted.

State and local agencies are invited to submit proposals for evaluations of programs initiated with OJJDP Formula Grant, Title V, and discretionary funds that appear to be having significant impact and offer a possibility for national replication. Applicants must demonstrate that they have experience in the design and implementation of the types of programs which they are proposing to research, evaluate, or assess.

Selection Criteria: Applicants will be rated, at a minimum, on the extent to which they meet the selection criteria listed below.

Problem(s) To Be Addressed (15 points)

The problem to be addressed must be clearly stated and based on issues that have particular relevance to the field and current OJJDP priorities. The potential utility for advancing the study of a particular topic or the benefit of additional analysis must be clearly stated and merit consideration for funding.

Goals and Objectives (15 points)

The goals and objectives must be clearly defined, measurable, and relate directly to achieving the project's goals.

Project Design (30 points)

The project design must be sound and contain program elements directly linked to the achievement of the project objectives. The applicant is required to provide a detailed work plan describing the methodology of the program. The applicant must also fully describe all products and their usefulness to the juvenile justice field.

Management and Organizational Capability (30 points)

The project management structure must be adequate to conduct the program successfully. The applicant should provide specific tasks and timelines for the research program activities. The applicant must explain how the management structure is consistent with the needs of the program and identify staff qualified to successfully support the project. The applicant is required to demonstrate organizational capability at a level sufficient to support the successful conduct of the project. Applicants should demonstrate knowledge and experience with juvenile justice issues and ability to work collaboratively with service providers or practitioners, particularly in the area of study being addressed.

Budget (10 points)

Budgeted costs must be reasonable, allowable, and cost effective for the activities proposed to be undertaken and budgeted costs must be directly related to the achievement of the program objectives.

Format: The narrative must not exceed 25 pages in length (excluding forms, assurances, and appendixes) and must be submitted on 8 1/2- by 11-inch paper, double spaced on one side of the paper in a standard 10- or 12-point font.

Award Period: The project period will be up to 18 months. OJJDP anticipates funding five to seven projects with available funds.

Award Amount: The total amount available for this program is up to \$500,000. Application amounts, which will be subject to negotiation, will not exceed \$100,000 per project.

Delivery Instructions: All application packages should be mailed or delivered to the Office of Juvenile Justice and Delinquency Prevention, c/o Juvenile Justice Resource Center, 1600 Research Boulevard, Mail Stop 2K, Rockville, MD 20850; 301-251-5535. Note: In the lower left-hand corner of the envelope, you must clearly write "Field-Initiated Research and Evaluation Program."

Due Date: Applicants are responsible for ensuring that the original and five copies of the application package are received by 5 p.m. EDT on August 21, 1996.

Contact: For further information call D. Elen Grigg, Program Manager, Research and Program Development Division, 202-307-5929, or send an e-mail inquiry to elen@usdoj.gov.



Appendix A

Instructions and Application Forms

Instructions for Completing Office of Juvenile Justice and Delinquency Prevention (OJJDP) Applications for Assistance

Juvenile Justice Programs—Fiscal Year 1996

Applying for funds from a Federal agency can be confusing for the first-time applicant. OJJDP prepared these instructions and examples to help alleviate this confusion.

Please note that all of the application forms contain instructions that should be read before filling out the forms. Although we provide extra copies of blank forms in Appendix E, we recommend that you copy the forms for a dry run before completing the final copy.

OJJDP is trying to streamline its funding application process to accommodate the volume of proposals anticipated in response to the solicitations included in this Application Kit. Applicants can assist us by filling out and returning the nonbinding letter of intent included in Appendix A by July 31, 1996. The letter can either be returned via mail using the self-mailer or faxed to 202-307-2093. OJJDP will use these “letters” to forecast the number of Peer Review Panels needed to review competitive applications, and to identify potential conflicts of interest.

Application Requirements

OJJDP prepares specific solicitations that address particular programs and policy goals of the Office. Any application sent to OJJDP must respond to a particular solicitation. Each solicitation stipulates what the application must contain and the selection criteria by which each proposal will be reviewed.

The major parts of the application are:

1. Standard Form 424
2. Project Abstract
3. Budget Detail Worksheet
4. Budget Narrative
5. Program Narrative
6. Assurances and Certifications

Instructions for completing each of the major parts of the application package follow.

1. Standard Form 424

The SF-424 is basically a cover sheet for the OJJDP funding application. No application will be accepted without a complete, signed, original SF-424. A sample copy of this form is included to help you complete your application. Instructions for completing the Standard Form 424 are provided following that form and the sample.

2. Project Abstract

The Project Abstract, limited to 150–200 words, highlights key points of the proposed project. The abstract should briefly present the goals of the project and how the applicant intends to accomplish them.

3. Budget Detail Worksheet

To understand how the grant award will be used by the applicant, OJJDP requires a Budget Detail Worksheet, accompanied by a Budget Narrative, in the application. The Budget Detail Worksheet must break down into more explicit terms the costs associated with the project. It must show how the applicant arrived at the total amount of the requested award. The Budget Detail Worksheet includes:

- ◆ The position and salary of each person involved in the project and the portion of that salary to be paid from the grant award.
- ◆ The fringe benefits paid to each staff person.
- ◆ The itemized travel costs to be incurred due to the project.
- ◆ Equipment to be purchased with funds from the project.
- ◆ Supplies required to complete the project.
- ◆ Consultant and contractor costs.
- ◆ Other costs, such as office rental, document reproduction, or telephone services.
- ◆ Any indirect costs established by the Federal government.
- ◆ A budget summary.

A sample Budget Detail Worksheet is included to assist you with your calculations.

4. Budget Narrative

The Budget Narrative should closely follow the content of the Budget Detail Worksheet. The Narrative must provide justification for all proposed costs. Among other things, the Narrative must explain how fringe benefits were calculated, how travel costs were estimated, why particular items of equipment or supplies must be purchased, and how indirect costs (if applicable) were calculated. The Budget Narrative should refer to the Program Narrative and justify the specific items listed (particularly supplies, travel, and equipment). Finally, the applicant must show that all costs in the application are reasonable.

5. Program Narrative

The Program Narrative should fully describe the expected design and implementation of the proposed program, address the solicitation's specific criteria and/or application requirements, and illustrate how the proposed project identifies and will resolve problems in the community.

6. Assurances and Certifications

OJP Form 4000/3 (Assurances), an attachment to the SF-424, must be included with the application. This form includes a list of assurances that govern the use of Federal funds for federally assisted projects, which the applicant should read carefully and sign before submitting an application.

Applicants should also read and sign OJP Form 4061/6, the certifications form regarding lobbying; debarment, suspension, and other responsibility matters; and drug-free workplace requirements. Signing this form commits the applicant to compliance with the certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying," and 28 CFR Part 67, "Government-Wide Debarment and Suspension (Nonprocurement)" and "Government-Wide Requirement for Drug-Free Workplace (Grants)." The certifications will be treated as material representations of the facts on which reliance will be placed by the U.S. Department of Justice in making awards. The signed original of this form must be included with the signed original SF-424.

Letter of Intent

Dear OJJDP:

I intend to apply for funds under the following solicitations:

- Juvenile Mentoring Program (JUMP)
- Evaluation of the Juvenile Mentoring Program (JUMP)
- Safe Kids/Safe Streets—Community Approaches To Reducing Abuse and Neglect and Preventing Delinquency
- Evaluation of the Safe Kids/Safe Streets Program
- Community Assessment Centers (please specify)
 - Community Assessment Centers: Planning for the Future
 - Community Assessment Centers: Enhancing the Concept
 - Evaluating Community Assessment Centers
 - Community Assessment Center Training and Technical Assistance
- Partnerships To Reduce Juvenile Gun Violence
- Evaluation of the Partnerships To Reduce Juvenile Gun Violence Program
- Technical Assistance to Native American Tribes and Alaskan Native Communities
- Training and Technical Assistance for National Innovations To Reduce Disproportionate Minority Confinement (The Deborah Ann Wysinger Memorial Program)
- Training and Technical Assistance Program To Promote Gender-Specific Programming for Female Juvenile Offenders and At-Risk Girls
- Field-Initiated Research and Evaluation Program

Name: _____ Date: _____

Position: _____

Organization: _____

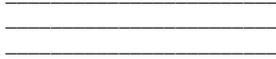
Address: _____

City/State/ZIP: _____

Phone Number: _____ FAX Number: _____ E-mail: _____

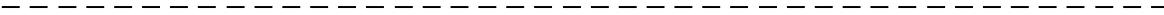
Fax to 202-307-2093 or use self-mailer on reverse side.

Fold and Tape



Affix
First Class
Stamp

Office of Juvenile Justice and Delinquency Prevention
Suite 742
633 Indiana Avenue NW.
Washington, DC 20531



Fold and Tape

Checklist for OJJDP Applications

This checklist is provided to assist you in preparing and compiling your application for OJJDP funding. Although it is not required, we strongly recommend that you send a copy of this completed checklist to OJJDP with your application.

- Standard Form 424 (signed)
- Project Abstract
- Budget Detail Worksheet
- Budget Narrative
- Program Narrative
- Assurances and Certifications (signed)
- Timeline of major milestones and publications
- Résumés of all personnel
- Five additional copies of the application package

APPLICATION FOR FEDERAL ASSISTANCE

	2. DATE SUBMITTED 9/01/96	Applicant Identifier
1. TYPE OF SUBMISSION: <i>Application</i> <input type="checkbox"/> Construction <input checked="" type="checkbox"/> Non-Construction	3. DATE RECEIVED BY STATE	State Application Identifier
	4. DATE RECEIVED BY FEDERAL AGENCY	Federal Identifier
<i>Preapplication</i> <input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction		

5. APPLICANT INFORMATION

Legal Name: Juvenile Justice Center	Organizational Unit:
Address (give city, county, state, and zip code): 7200 Lynn Street Arlington, VA 22201	Name and telephone number of the person to be contacted on matters involving this application (give area code) Thomas James (703) 555-1256

6. EMPLOYER IDENTIFICATION NUMBER (EIN): <table style="width:100%; text-align:center; border-collapse: collapse;"> <tr> <td style="border:1px solid black; width:20px;">0</td> <td style="border:1px solid black; width:20px;">0</td> <td style="border:1px solid black; width:20px;">-</td> <td style="border:1px solid black; width:20px;">9</td> <td style="border:1px solid black; width:20px;">8</td> <td style="border:1px solid black; width:20px;">7</td> <td style="border:1px solid black; width:20px;">6</td> <td style="border:1px solid black; width:20px;">5</td> <td style="border:1px solid black; width:20px;">4</td> <td style="border:1px solid black; width:20px;">3</td> </tr> </table>	0	0	-	9	8	7	6	5	4	3	7. TYPE OF APPLICANT: (enter appropriate letter in box) <input type="checkbox"/>
0	0	-	9	8	7	6	5	4	3		

8. TYPE OF APPLICATION: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision If Revision, enter appropriate letter(s) in box(es): <input type="checkbox"/> <input type="checkbox"/> A. Increase Award B. Decrease Award C. Increase Duration D. Decrease Duration Other (specify): _____	H. Independent School Dist. <input type="checkbox"/> I. State Controlled Institution of Higher Learning J. Private University K. Indian Tribe L. Individual M. Profit Organization N. Other (Specify): _____
9. NAME OF FEDERAL AGENCY: Office of Juvenile Justice and Delinquency Prevention	

10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: <table style="display:inline-table; border-collapse: collapse;"> <tr> <td style="border:1px solid black; width:20px;">1</td> <td style="border:1px solid black; width:20px;">6</td> <td style="border:1px solid black; width:20px;">-</td> <td style="border:1px solid black; width:20px;">5</td> <td style="border:1px solid black; width:20px;">4</td> <td style="border:1px solid black; width:20px;">2</td> </tr> </table> TITLE: National Institute for Juvenile Justice and Delinquency Prevention	1	6	-	5	4	2	11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT: Project to Expand and Improve Juvenile Restitution Program
1	6	-	5	4	2		
12. AREAS AFFECTED BY PROJECT (cities, counties, states, etc.): Arlington, VA							

13. PROPOSED PROJECT:	14. CONGRESSIONAL DISTRICTS OF:	
Start Date 10/01/96	Ending Date 09/30/97	a. Applicant 19 b. Project 19

15. ESTIMATED FUNDING: <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:15%;">a. Federal</td> <td style="width:15%;">\$ 100,000</td> <td style="width:10%; text-align:right;">.00</td> </tr> <tr> <td>b. Applicant</td> <td>\$</td> <td style="text-align:right;">.00</td> </tr> <tr> <td>c. State</td> <td>\$</td> <td style="text-align:right;">.00</td> </tr> <tr> <td>d. Local</td> <td>\$</td> <td style="text-align:right;">.00</td> </tr> <tr> <td>e. Other</td> <td>\$</td> <td style="text-align:right;">.00</td> </tr> <tr> <td>f. Program Income</td> <td>\$</td> <td style="text-align:right;">.00</td> </tr> <tr> <td>g. TOTAL</td> <td>\$ 100,000</td> <td style="text-align:right;">.00</td> </tr> </table>	a. Federal	\$ 100,000	.00	b. Applicant	\$.00	c. State	\$.00	d. Local	\$.00	e. Other	\$.00	f. Program Income	\$.00	g. TOTAL	\$ 100,000	.00	16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS? a. YES. THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON: DATE _____ b. NO. <input type="checkbox"/> PROGRAM IS NOT COVERED BY E.O. 12372 <input type="checkbox"/> OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW
a. Federal	\$ 100,000	.00																				
b. Applicant	\$.00																				
c. State	\$.00																				
d. Local	\$.00																				
e. Other	\$.00																				
f. Program Income	\$.00																				
g. TOTAL	\$ 100,000	.00																				
17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT? <input type="checkbox"/> Yes If "Yes," attach an explanation. <input type="checkbox"/> No																						

18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT, THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED

a. Typed Name of Authorized Representative Morgan Tyler	b. Title Executive Director	c. Telephone number (703) 555-3478
d. Signature of Authorized Representative		e. Date Signed 09/01/96

Instructions for Completing the Application for Federal Assistance (SF-424)

The Application for Federal Assistance is a standard form used by most Federal agencies for application for Federal assistance. This form contains 18 different items, all of which are to be completed before your application is reviewed. The Office of Justice Programs (OJP) cannot accept the application without a completed and signed SF-424.

- Item 1 Type of Submission: If this proposal is not for construction or building purposes, check the "Non-Construction" box in the application section.
- Item 2 Date Submitted: Indicate the date you sent the application to OJP. The "Application Identifier" is the number assigned by your jurisdiction, if any, to track applications. If your jurisdiction does not assign an identifier number, leave this space blank.
- Item 3 Date Received by State: Leave blank. This block is completed by the State Single Point of Contact (SPOC), if applicable.
- Item 4 Date Received by Federal Agency: This item will be completed by OJP.
- Item 5 Applicant Information: The "Legal Name" is the unit of government or the parent organization. For example, the primary or parent organization of a law enforcement agency is the name of the city or township. Thus the city or township should be entered into the Legal Name box and the name of the law enforcement agency would be entered into the Organizational Unit box. One person should be designated as the Contact for the proposed project, and that person's telephone number should also be included. It is not unusual for the name of the contact person to differ from the authorized representative of your agency in Item 18 below.
- Item 6 Employer Identification Number: Each employer receives an employer identification number from the Internal Revenue Service. Generally, this number can be easily obtained from your agency's accountant or comptroller.
- Item 7 Type of Applicant: Enter the appropriate letter in this space. If the applicant is representing a consortium of agencies, specify by checking Block N and entering "consortium."
- Item 8 Type of Application: Check either "new" or "continuation." Check new if this will be your first award for this purpose described in the application, even if the applicant has received prior awards for other purposes. Check "continuation," if the project will continue activities, including minor modifications, or implement the next phase of a project that was begun under a prior award number.

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-
- Item 9 Name of Federal Agency: Type in the name of the awarding agency. An example would be "Bureau of Justice Assistance."
- Item 10 Catalog of Federal Domestic Assistance Number: Use the number and title of the program under which assistance is requested. See Appendix D for relevant excerpts from the Catalog of Federal Domestic Assistance.
- Item 11 Descriptive Title of Applicant's Project: Type in the: (1) title of the program as it appears in the solicitation or announcement; (2) name of the cognizant Federal agency, e.g., U. S. Department of Education; and (3) applicant's fiscal year, i.e., 12-month audit period, e.g., 10/1/96 – 9/30/97.
- Item 12 Areas Affected by Project: Identify the geographic area(s) encompassed by the project. Indicate "Statewide" or "National," if applicable.
- Item 13 Proposed Project Dates: Fill in the start and end dates of the project. These dates may be adjusted by the awarding agency when the award is made.
- Item 14 Congressional Districts: Fill in the number of the Congressional District(s) in which the project will be located as well as the Congressional District(s) the project will serve. Indicate "Statewide" or "National", if applicable.
- Item 15 Estimated Funding: In line "a," type in the amount of Federal funds requested, not to exceed the dollar amount allocated in the program announcement. Indicate any other resources that will be available to the project and the source of those funds on lines "b–f," as appropriate.
- Item 16 State Executive Order 12372: Some states (although, not all), require you to submit your application to a State "Single Point of Contact" (SPOC) to coordinate applications for Federal funds within the State. If your State requires a copy of your application, indicate the date this was submitted. If a copy is not required, indicate the reason. (Refer to the "Administrative Requirements" section of the program announcement, for more information on this issue.) The SPOC is not responsible for forwarding your application to the Federal awarding agency.
- Item 17 Delinquent Federal Debt: This question applies to the applicant organization. Categories of debt include delinquent audit disallowances, loans, and taxes.
- Item 18 Authorized Representative: Type the name of the person legally authorized to enter into agreements on behalf of your agency. This signature on the original application must be signed in blue ink and/or stamped as "original" to help us distinguish the original from the photocopies.

Budget Detail Worksheet

A. Personnel - List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

Name/Position	Computation	Cost
		TOTAL _____

B. Fringe Benefits - Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed in budget category (A) and only for the percentage of time devoted to the project.

Name/Position	Computation	Cost
		TOTAL _____

C. Travel - Itemize travel expenses of project personnel by purpose (e.g., staff to training, field interviews, advisory group meeting, etc.). Show the basis of computation (e.g., six people to 3-day training at \$X airfare, \$X lodging, \$X subsistence). In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and the unit costs involved. Identify the location of travel, if known.

Purpose of Travel	Location	Item	Computation	Cost
-------------------	----------	------	-------------	------

TOTAL_____

D. Equipment - List non-expendable items that are to be purchased. Non-expendable equipment is tangible property having a useful life of more than two years and an acquisition cost of \$5,000 or more per unit. Expendable items should be included either in the “supplies” category or in the “Other” category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the “Contractual” category. Explain how the equipment is necessary for the success of the project. Attach a narrative describing the procurement method to be used.

Item	Computation	Cost
------	-------------	------

TOTAL_____

E. Supplies - List items by type (office supplies, postage, training materials, copying paper, and expendable equipment items costing less than \$5,000, such as books, hand held tape recorders) and show the basis for computation. Generally, supplies include any materials that are expendable or consumed during the course of the project.

Supply Items	Computation	Cost
		TOTAL _____

F. Construction - As a rule, construction costs are not allowable. In some cases, minor repairs or renovations may be allowable. Check with the program office before budgeting funds in this category.

Purpose	Description of Work	Cost
		TOTAL _____

G. Consultants/Contracts

Consultant Fees: For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. Consultant fees in excess of \$150 per day require additional justification.

Name of Consultant	Service Provided	Computation	Cost
--------------------	------------------	-------------	------

*Subtotal*_____

Consultant Expenses: List all expenses to be paid from the grant to the individual consultants in addition to their fees (i.e., travel, meals, lodging, etc.)

Item	Location	Computation	Cost
------	----------	-------------	------

*Subtotal*_____

Contracts: Provide a description of the product or service to be procured by contract and an estimate of the cost. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source contracts in excess of \$100,000.

Item	Cost
------	------

*Subtotal*_____

TOTAL_____

(H) Other Costs - List items (e.g., rent, reproduction, telephone, janitorial or security services, and investigative or confidential funds) by major type and the basis of the computation. For example, provide the square footage and the cost per square foot for rent, or provide a monthly rental cost and how many months to rent.

Description	Computation	Cost
		TOTAL _____

(I) Indirect Costs - Indirect costs are allowed only if the applicant has a Federally approved indirect cost rate. A copy of the rate approval, (a fully executed, negotiated agreement), must be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's cognizant Federal agency, which will review all documentation and approve a rate for the applicant organization, or if the applicant's accounting system permits, costs may be allocated in the direct cost categories.

Description	Computation	Cost
		TOTAL _____

Budget Summary- When you have completed the budget worksheet, transfer the totals for each category to the spaces below. Compute the total direct costs and the total project costs. Indicate the amount of Federal funds requested and the amount of non-Federal funds that will support the project.

Budget Category	Amount
A. Personnel	_____
B. Fringe Benefits	_____
C. Travel	_____
D. Equipment	_____
E. Supplies	_____
F. Construction	_____
G. Consultants/Contracts	_____
H. Other	_____
Total Direct Costs	_____
I. Indirect Costs	
TOTAL PROJECT COSTS	_____
Federal Request	_____
Non-Federal Amount	_____

Budget Detail Worksheet

A. Personnel - List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

Name/Position	Computation	Cost
John Smith, Investigator		\$50,000
2 Investigators	(\$50,000 x 2)	100,000
.5 Secretary	(\$30,000 x .5)	15,000
Cost-of-living increase	(\$2,000 x 3 x .5 yr)	3,000
Overtime per investigator	(\$37.50/hr x 100 hrs x 3)	11,250

The three investigators will be assigned exclusively to homicide investigations. A cost-of-living adjustment is scheduled for all full-time personnel 6-months prior to the end of the grant. Overtime will be needed during some investigations. A half-time secretary will prepare reports and provide other support to the unit.

TOTAL \$179,250

B. Fringe Benefits - Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed in budget category (A) and only for the percentage of time devoted to the project.

Name/Position	Computation	Cost
Employers' FICA, Retirement, and Taxes	(\$179,250 x 11.5%)	\$20,614
Uniform Allowance	(\$50/mo x 12 mo x 3 investigators)	1,800

All sworn personnel are provided with a uniform allowance of \$50 per month.

TOTAL \$22,414

C. Travel - Itemize travel expenses of project personnel by purpose (e.g., staff to training, field interviews, advisory group meeting, etc.). Show the basis of computation (e.g., six people to 3-day training at \$X airfare, \$X lodging, \$X subsistence). In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and the unit costs involved. Identify the location of travel, if known.

Purpose of Travel	Location	Item	Computation	Cost
Training	Boston	Airfare	(\$150 x 2 people x 2 trips)	\$600
		Hotel	(\$75/night x 2 nights x 2 people x 2 trips)	600
		Meals	(\$35/day x 3 days x 2 people x 2 trips)	420
Investigations	New York City	Airfare	(\$600 average x 7 trips)	4,200
		Hotel &	(\$100/day average x 7 trips x 3 days)	2,100
		Meals		

Two of the investigators will attend training on forensic evidence gathering in Boston in October and January. The investigators may take up to seven trips to New York City to follow up on investigative leads.

TOTAL \$7,920

D. Equipment - List non-expendable items that are to be purchased. Non-expendable equipment is tangible property having a useful life of more than two years and an acquisition cost of \$5,000 or more per unit. Expendable items should be included either in the "supplies" category or in the "Other" category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the "Contractual" category. Explain how the equipment is necessary for the success of the project. Attach a narrative describing the procurement method to be used.

Item	Computation	Cost
3 - 486 Computers w/CD ROM	(\$2,000 x 3)	\$6,000
Video Camera		1,000

The computers will be used by the investigators to analyze case and intelligence information. The camera will be used for investigative and crime scene work.

TOTAL \$7,000

E. Supplies - List items by type (office supplies, postage, training materials, copying paper, and expendable equipment items costing less than \$5,000, such as books, hand held tape recorders) and show the basis for computation. Generally, supplies include any materials that are expendable or consumed during the course of the project.

Supply Items	Computation	Cost
Office supplies	(\$50/mo x 12 mo)	\$600
Postage	(\$20/mo x 12 mo)	240
Training materials		1,000

Office supplies and postage are needed for general operation of the program. Training materials will be developed and used by the investigators to train patrol officers how to preserve crime scene evidence.

TOTAL \$1,840

F. Construction - As a rule, construction costs are not allowable. In some cases, minor repairs or renovations may be allowable. Check with the program office before budgeting funds in this category.

Purpose	Description of Work	Cost
Renovation	Add walls	\$5,000
	Build work tables	3,000
	Build evidence storage units	2,000

The renovations are needed to upgrade the forensic lab used to analyze evidence for homicide cases.

TOTAL \$10,000

G. Consultants/Contracts

Consultant Fees: For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. Consultant fees in excess of \$150 per day require additional justification.

Name of Consultant	Service Provided	Computation	Cost
Joe Doe	Forensic Specialist	(\$150/day x 30 days)	\$4,500

Joe Doe, Forensic Specialist, will be hired, as needed, to assist with the analysis of evidence in homicide cases.

Subtotal \$4,500

Consultant Expenses: List all expenses to be paid from the grant to the individual consultants in addition to their fees (i.e., travel, meals, lodging, etc.)

Item	Location	Computation	Cost
Airfare	Miami	(\$400 x 6 trips)	\$2,400
Hotel and Meals		(\$100/day x 30 days)	3,000

Joe Doe is expected to make up to 6 trips to Miami to consult on homicide cases.

Subtotal \$5,400

Contracts: Provide a description of the product or service to be procured by contract and an estimate of the cost. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source contracts in excess of \$100,000.

Item	Cost
Intelligence System Development	\$102,000

The State University will design an intelligence system to be used in homicide investigations. A sole source justification is attached.

Subtotal \$102,000

TOTAL \$111,900

(H) Other Costs - List items (e.g., rent, reproduction, telephone, janitorial or security services, and investigative or confidential funds) by major type and the basis of the computation. For example, provide the square footage and the cost per square foot for rent, or provide a monthly rental cost and how many months to rent.

Description	Computation	Cost
Rent	(700 sq. ft. x \$15/sq. ft.)	\$10,500
OR		
Rent	(\$875/mo x 12 mo)	

The rent will pay for space for the new homicide unit. No space is currently available in city-owned buildings.

TOTAL \$10,500

(I) Indirect Costs - Indirect costs are allowed only if the applicant has a Federally approved indirect cost rate. A copy of the rate approval, (a fully executed, negotiated agreement), must be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's cognizant Federal agency, which will review all documentation and approve a rate for the applicant organization, or if the applicant's accounting system permits, costs may be allocated in the direct cost categories.

Description	Computation	Cost
10% of Personnel and Fringe Benefits	(\$201,644 x 10%)	\$20,166

The indirect cost rate was approved by the Department of Transportation, the applicant's cognizant Federal agency on January 1, 1994. (A copy of the fully executed, negotiated agreement is attached.)

TOTAL \$20,166

Budget Summary- When you have completed the budget worksheet, transfer the totals for each category to the spaces below. Compute the total direct costs and the total project costs. Indicate the amount of Federal funds requested and the amount of non-Federal funds that will support the project.

Budget Category	Amount
A. Personnel	<u>\$179,250</u>
B. Fringe Benefits	<u>22,414</u>
C. Travel	<u>7,920</u>
D. Equipment	<u>7,000</u>
E. Supplies	<u>1,840</u>
F. Construction	<u>10,000</u>
G. Consultants/Contracts	<u>111,900</u>
H. Other	<u>10,500</u>
Total Direct Costs	<u>350,824</u>
I. Indirect Costs	<u>20,166</u>
TOTAL PROJECT COSTS	<u>\$370,990</u>
Federal Request	<u>\$300,000</u>
Non-Federal Amount	<u>\$70,990</u>

INSTRUCTIONS

PROGRAM NARRATIVE

Prepare the program narrative statement in accordance with the following instructions for all new grant programs. Requests for continuation or refunding and changes on an approved project should respond to item 5b only. Requests for supplemental assistance should respond to question 5c only.

1. OBJECTIVES AND NEED FOR THIS ASSISTANCE.

Pinpoint any relevant physical, economic, social, financial, institutional, or other problems requiring a solution. Demonstrate the need for assistance and state the principal and subordinate objectives of the project. Supporting documentation or other testimonies from concerned interests other than the applicant may be used. Any relevant data based on planning studies should be included or footnoted.

2. RESULTS OR BENEFITS EXPECTED.

Identify results and benefits to be derived. For example, when applying for a grant to establish a neighborhood health center, provide a description of who will occupy the facility, how the facility will be used, and how the facility will benefit the general public.

3. APPROACH.

- a. Outline a plan of action pertaining to the scope and detail of how the proposed work will be accomplished for each grant program, function, or activity provided in the budget. Cite factors which might accelerate or decelerate the work and your reason for taking this approach as opposed to others. Describe any unusual features of the project such as design or technological innovations, reductions in cost or time, or extraordinary social and community involvement.
- b. Provide for each grant program, function, or activity quantitative monthly or quarterly projections of the accomplishments to be achieved in such terms as the number of jobs created, the number of people served, and the number of patients treated. When accomplishments cannot be quantified by activity or function, list item in chronological order to show the schedule of accomplishments and their target dates.

- c. Identify the kinds of data to be collected and maintained and discuss the criteria to be used to evaluate the results and successes of the project. Explain the methodology that will be used to determine if the needs identified and discussed are being met and if the results and benefits identified in item 2 are being achieved.
- d. List organizations, cooperators, consultants, or other key individuals who will work on the project along with a short description of the nature of their effort or contribution.

4. GEOGRAPHIC LOCATION.

Give a precise location of the project or area to be served by the proposed project. Maps or other graphic aids may be attached.

5. IF APPLICABLE, PROVIDE THE FOLLOWING INFORMATION:

- a. For research or demonstration assistance requests, present a biographical sketch of the program director with the following information: name, address, phone number, background, and other qualifying experience for the project. Also, list the name, training, and background for other key personnel engaged in the project.
- b. Discuss accomplishments to date and list in chronological order a schedule of accomplishments, progress, or milestones anticipated with the new funding request. If there have been significant changes in the project objectives, location approach, or time delays, explain and justify. For other requests for changes or amendments, explain the reason for the change(s). If the scope or objectives have changed or an extension of time is necessary, explain the circumstances and justify. If the total budget items have changed more than the prescribed limits contained in the Uniform Administrative Requirements for Grants and Cooperative Agreements - 28 CFR, part 66, Common Rule (or Attachment J to OMB Circular A-110, as applicable), explain and justify the change and its effect on the project.
- c. For supplemental assistance requests, explain the reason for the request and justify the need for additional funding.

ASSURANCES

The Applicant hereby assures and certifies compliance with all Federal statutes, regulations, policies, guidelines and requirements, including OMB Circulars No. A-21, A-110, A-122, A-128, A-87; E.O. 12372 and Uniform Administrative Requirements for Grants and Cooperative Agreements—28 CFR, Part 66, Common Rule, that govern the application, acceptance and use of Federal funds for this federally-assisted project. Also the Applicant assures and certifies that:

1. It possesses legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.
2. It will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 P.L. 91-646) which provides for fair and equitable treatment of persons displaced as a result of Federal and federally-assisted programs.
3. It will comply with provisions of Federal law which limit certain political activities of employees of a State or local unit of government whose principal employment is in connection with an activity financed in whole or in part by Federal grants. (5 USC 1501, et seq.)
4. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act if applicable.
5. It will establish safeguards to prohibit employees from using their positions for a purpose that is or give the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
6. It will give the sponsoring agency or the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.
7. It will comply with all requirements imposed by the Federal Sponsoring agency concerning special requirements of law, program requirements, and other administrative requirements.
8. It will insure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed in the Environmental protection Agency's (EPA-list of Violating Facilities and that it will notify the Federal grantor agency of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA.
9. It will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973, Public Law 93-234, 87 Stat. 975, approved December 31, 1976. Section 102(a) requires, on and after March 2, 1975, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any area that had been identified by the Secretary of the Department of Housing and Urban Development as an area having special flood hazards. The phrase "Federal financial assistance" includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.
10. It will assist the Federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966 as amended (16 USC 470), Executive Order 11593, and the Archeological and Historical Preservation Act of 1966 (16 USC 569a-1 et seq.) by (a) consulting with the State Historic Preservation Officer on the conduct of investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 CFR Part 800.8) by the activity, and notifying the Federal grantor agency of the existence of any such properties, and by (b) complying with all requirements established by the Federal grantor agency to avoid or mitigate adverse effects upon such properties.
11. It will comply, and assure the compliance of all its subgrantees and contractors, with the applicable provisions of Title I of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, the Juvenile Justice and Delinquency Prevention Act, or the Victims of Crime Act, as appropriate; the provisions of the current edition of the Office of Justice Programs Financial and Administrative Guide for Grants, M7100.1; and all other applicable Federal laws, orders, circulars, or regulations.
12. It will comply with the provisions of 28 CFR applicable to grants and cooperative agreements including Part 18, Administrative Review Procedure; Part 20, Criminal Justice Information Systems; Part 22, Confidentiality of Identifiable Research and Statistical Information; Part 23, Criminal Intelligence Systems Operating Policies; Part 30, Intergovernmental Review of Department of Justice Programs and Activities; Part 42, Nondiscrimination/Equal Employment Opportunity Policies and Procedures; Part 61, Procedures for Implementing the National Environmental Policy Act; Part 63, Floodplain Management and Wetland Protection Procedures; and Federal laws or regulations applicable to Federal Assistance Programs.
13. It will comply, and all its contractors will comply, with the nondiscrimination requirements of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, 42 USC 3789(d), or Victims of Crime Act (as appropriate); Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; Subtitle A, Title II of the Americans With Disabilities Act (ADA) (1990); Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975; Department of Justice Non-Discrimination Regulations, 28 CFR Part 42, Subparts C, D, E, and G; and Department of Justice regulations on disability discrimination, 28 CFR Part 35 and Part 39.
14. In the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against a recipient of funds, the recipient will forward a copy of the finding to the Office for Civil Rights, Office of Justice Programs.
15. It will provide an Equal Employment Opportunity Program if required to maintain one, where the application is for \$500,000 or more.
16. It will comply with the provisions of the Coastal Barrier Resources Act (P.L. 97-348) dated October 19, 1982 (16 USC 3501 et seq.) which prohibits the expenditure of most new Federal funds within the units of the Coastal Barrier Resources System.

Signature

Date



U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS
OFFICE OF THE COMPTROLLER

CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying" and 28 CFR Part 67, "Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Justice determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (DIRECT RECIPIENT)

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510—

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a

public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67 Sections 67.615 and 67.620—

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug-free awareness program to inform employees about—

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will—

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 633 Indiana Avenue, N.W., Washington, D.C. 20531. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted—

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

Check if there are workplaces on file that are not identified here.

Section 67, 630 of the regulations provides that a grantee that is a State may elect to make one certification in each Federal fiscal year. A copy of which should be included with each application for Department of Justice funding. States and State agencies may elect to use OJP Form 4061/7.

Check if the State has elected to complete OJP Form 4061/7.

**DRUG-FREE WORKPLACE
(GRANTEES WHO ARE INDIVIDUALS)**

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67; Sections 67.615 and 67.620—

A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 633 Indiana Avenue, N.W., Washington, D.C. 20531.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

1. Grantee Name and Address:

2. Application Number and/or Project Name

3. Grantee IRS/Vendor Number

4. Typed Name and Title of Authorized Representative

5. Signature

6. Date

Appendix B

Peer Review Information

Guideline

OFFICE OF JUVENILE JUSTICE AND DELINQUENCY PREVENTION (OJJDP) PEER REVIEW GUIDELINE

1. **PURPOSE.** This guideline provides instructions for Peer Reviewers who review applications submitted for discretionary funding to the Office of Juvenile Justice and Delinquency Prevention (OJJDP), and establishes the procedures OJJDP will use in organizing and conducting peer reviews of those applications. This guideline replaces OJP G 4062.8 (October 15, 1990).
2. **SCOPE.** The provisions of this guideline apply to all grant applications submitted to OJJDP that require peer review. This document is designed as a guide for applicants, Peer Reviewers, and OJJDP employees.
3. **BACKGROUND.**
 - a. The Juvenile Justice and Delinquency Prevention (JJDP) Act of 1974, 42 U.S.C. 5601, et seq. (hereinafter referred to as the "Act"), as amended, requires that applications submitted to OJJDP for Part C discretionary funds be approved through a competitive process established by rule by the OJJDP Administrator. Programs carried out in declared disaster areas or programs that are uniquely qualified are exempt from this competitive application requirement.
 - b. The Act further requires that programs be selected for OJJDP assistance through a formal peer review process using outside experts in fields related to the subject matter of the program, with the exception of assistance provided pursuant to Section 241(f) of the Act to an eligible organization comprised of member representatives of the State Advisory Groups.
 - c. Accomplishing OJJDP's mission to provide a comprehensive and coordinated approach to the problems of juvenile delinquency is dependent, to a large extent, on the success of the programs and projects OJJDP funds. To foster this success, OJJDP makes careful and informed selections of projects for funding. A very important element of the project selection process is peer review. Peer review is the technical and programmatic evaluation of projects and applications by experts from outside the Department of Justice who are qualified by training and/or experience to evaluate and make recommendations with regard to proposed programs.

4. PEER REVIEW POLICY.

- a. It is OJJDP's policy to use peer review to assess all competitive assistance applications and, on an optional basis, applications for continued funding beyond a program's original project period and noncompetitive awards to uniquely qualified applicants. The following types of awards are specifically excluded from competition and peer review requirements under the terms of the OJJDP Competition and Peer Review Regulation:
 - (1) Funds transferred to OJJDP from another Federal agency to augment authorized juvenile justice programs, projects, or purposes.
 - (2) Funds transferred to other Federal agencies from OJJDP for program purposes as authorized by law.
 - (3) Procurement contract awards which are subject to applicable Federal laws and regulations governing the procurement of goods and services for the benefit and use of the Federal Government.
 - (4) Assistance awards from the 5 percent set aside of Special Emphasis funds under Section 261(e) of the Act.
 - (5) Assistance awards under Section 241(f) of the Act.
- b. Peer review recommendations are advisory and do not bind the OJJDP Administrator to make the recommended decision. However, the Administrator will give full consideration to peer review recommendations in selecting projects for awards.
- c. In special circumstances, a grant application may require a second review. When a second review is required, the cognizant Division Director will determine whether the second review panel will be composed of new reviewers, the original reviewers, or a combination of both. Circumstances that might necessitate a second review include:
 - (1) During the course of a review, prejudiced, misleading, or false information was presented to or used by the Peer Reviewers.
 - (2) A procedural error made the review process inconsistent with the program announcement, specific instructions to the applicants, or the OJJDP Competition and Peer Review Regulation.

5. DEFINITIONS.

- a. A Peer Review Coordinator is an OJJDP employee designated to oversee all aspects of the peer review process.
- b. Competitive Awards are made under OJJDP program announcements (published in the Federal Register) informing the public of the availability of funds for specific purposes and inviting formal applications (or, in some instances, Concept Papers). The selection criteria to be applied by the Peer Reviewers to a specific application are listed in each Federal Register announcement.
- c. The Division Director is the director of any one of the following OJJDP components: Research and Program Development Division; Special Emphasis Division; State Relations and Assistance Division; Training and Technical Assistance Division; Information Dissemination Unit; Concentration of Federal Efforts Program; or Missing and Exploited Children's Program.
- d. Financial Review refers to review by the Office of Justice Programs, Office of the Comptroller, to determine whether the budgeted costs presented in an application are reasonable, allowable, and cost effective for the proposed activities. All applicants must meet Office of Justice Programs (OJP) standards for fiscal integrity (as described in the current editions of the handbook on policies and procedures for OJP grants and the Financial Guide). A Financial Review is performed after the Administrator has decided to fund an applicant's project. Financial Review does not obviate the need for the Peer Reviewers to rate the application's response to the selection criteria for budget and cost effectiveness.
- e. An Internal Reviewer is an officer or employee of the Department of Justice qualified by experience and expertise to conduct appropriate application and program reviews.
- f. An Internal Review Group consists of Internal Reviewers selected to review Concept Papers or applications submitted to OJJDP in response to a competitive program announcement, review noncompetitive applications, or review and evaluate the recommendations of a Peer Review Panel as part of the internal review process.
- g. Noncompetitive Awards are made in the absence of program announcements inviting applications. These may include awards to continue a project's funding beyond the original project period or awards for uniquely qualified projects not subject to peer review.
- h. A Peer Reviewer advises OJJDP on the merits of applications submitted for funding. A Peer Reviewer is an expert in a field related to the subject of a proposed program or in the implementation of that type of project and may not be an officer or employee of the Department of Justice.

- I. Peer Reviewer Recommendations consist of ratings or summary rankings of Concept Papers or applications for the purpose of making recommendations regarding the selection of applications for OJJDP funding.
- j. A Peer Review Panel consists of three or more experts selected to review, evaluate, and make recommendations on Concept Papers or applications submitted to OJJDP in response to a competitive program announcement.
- k. A Concept Paper is an abbreviated application. Concept Papers may be requested by OJJDP for competitive programs for which a large number of applications are expected. Concept Papers will be reviewed by OJJDP staff or others who have expertise in the program area in order to eliminate applications that fail to meet minimum program or eligibility requirements, as specified in a program announcement, or clearly lack sufficient merit to qualify as potential candidates for funding consideration. Concept Papers may be subject to peer review.
- l. A Program Announcement is a notice published in the Federal Register that invites applications for a specific program and set of requirements.
- m. The Program Manager is a member of the OJJDP staff who is directly responsible for the specific applications under peer review.
- n. A Ranking is an application's relative position, based on summary ratings, to other applications submitted for a specific program announcement.
- o. Ratings are scores assigned by individual Peer Reviewers based on an application's response to the selection criteria specified in the program announcement.
- p. Summary Ratings are the averages of the total scores assigned to each application by each Peer Reviewer.

6. PEER REVIEW PROCEDURES.

- a. Number of Peer Reviewers on Each Panel. The number of reviewers on a Peer Review Panel will vary by program depending on the volume of applications anticipated or received and the range of expertise required. A minimum of three Peer Reviewers will review each application.
- b. Peer Reviewer Approval. The OJJDP Administrator approves qualified consultants to serve as Peer Reviewers for each application or group of applications based on recommendations provided by the Division Director.

c. Consultant Pool.

- (1) An OJJDP support contractor maintains a pool of qualified consultants from which Peer Reviewers shall be selected. Any individual with requisite expertise may be selected from the pool with approval of the OJJDP Administrator or the Administrator's designee. This pool is maintained for peer reviews and other technical assistance purposes, and includes a sufficient number of experts to meet OJJDP's peer review needs.
- (2) The Consultant Pool is managed by an OJJDP support contractor. Consultants are subcontractors employed by the OJJDP support contractor. Consultant experts are continually added to the pool to maintain a wide range of expertise, experience, background, ethnicity, gender, and geographic representation. Consultants performing peer review are reimbursed by the support contractor at a flat rate established by OJJDP.
- (3) Individuals who wish to be considered for the Consultant Pool may submit their credentials to the Peer Review Coordinator or to the OJJDP support contractor, who will evaluate the consultants' qualifications. If a consultant subsequently performs a peer review and fails to fulfill his/her obligation without substantial justification, the OJJDP Administrator may request that the support contractor remove the consultant from the Peer Review Pool. Reviewers who fail to satisfactorily complete their assignments will not be reimbursed for their work.

d. Selection of Peer Review Panels.

- (1) The Program Manager may recommend qualified reviewers to the support contractor and will ask the support contractor to provide a listing of qualified reviewers in specific topical areas. A consultant expert must be enrolled in the Peer Review Pool to be eligible to serve as a reviewer.
- (2) Based on the list received from the support contractor, the Program Manager and the Division Director will recommend potential reviewers from the Consultant Pool. The Administrator will approve reviewers from this list or ask for additional qualified consultant experts enrolled in the Consultant Pool.
- (3) The Program Manager and the Division Director will submit their recommendations via a memorandum to the OJJDP Administrator. The proposed reviewers should be listed in order of preference with a brief biography attached to the recommendation memorandum. A copy of the memorandum shall be provided to the Peer Review Coordinator, who will notify the support contractor and the Division Director following approval of the Peer Reviewers.

- (4) When considering candidates for a Peer Review Panel, the Program Manager and Division Director should recommend a highly qualified group that represents expertise related to the individual applications under review. Each panel should be structured to provide broad representation and many views on matters under the Peer Review Panel's consideration. Some considerations that should help achieve reasonable balance on the Peer Review Panel are:
- (a) Each member of the panel should have expertise in or complementary to the subject area under review. This does not preclude using youth representatives.
 - (b) When possible, the Peer Review Panel should be comprised of researchers, practitioners, and academics.
 - (c) Panel members should be drawn from as wide a geographic area as is practical and should represent both urban and rural perspectives.
 - (d) Special attention should be paid to recommending women and minorities who are qualified reviewers.
 - (e) When appropriate, the Peer Review Panel should be comprised of a diverse group of experts from the public and private sectors, including community-based youth serving organizations.

7. INTERNAL REVIEW.

- a. An internal review of applications or Concept Papers will be conducted by the Program Manager and/or by designated Department of Justice staff.
- b. The first stage of the internal review will determine if the application is in compliance with minimum program and statutory requirements. Applications that do not meet basic requirements will not be forwarded to a Peer Review Panel. Applicants whose proposals are rejected during the first internal review stage will be notified in writing of the reasons for the rejection. Examples of reasons for first stage rejection may include, but are not limited to, applications proposing activities other than those called for in the program announcement, applications proposing to serve a target population different than that specified in the program announcement, and applications from agencies or organizations that do not possess the qualifications specified in the program announcement.
- c. A second internal review will be conducted by the Program Manager after the completion of the external peer review. This may be supported by other Internal Reviewers and/or an Internal Review Group. Following the second internal review, the Program Manager will prepare a memorandum through the Division Director to the Administrator describing the review process, the conclusions and recommendations of the reviewers, the scores received by the application, any significant problems encountered during the review, suitability of the applicant, and significant recommendations for modifying or enhancing the application recommended for funding. The memorandum will provide a formal recommendation concerning applications recommended for grant awards.

8. PEER REVIEW.

- a. Peer reviews may be conducted by mail, in meetings, or through a combination of both; a peer review meeting is preferred when practical. These peer review meetings facilitate useful dialog among the experts, provide an opportunity for the reviewers to seek clarification from the Program Manager concerning program and technical requirements, and, through careful monitoring, assure that each application receives equal consideration.
- b. Infrequently, it may be necessary for Peer Reviewers and/or Program Managers to make site visits. In all instances OJJDP will determine the necessity of site visits. Should a Peer Review Panel believe that a recommendation cannot be finalized without a site visit, the Peer Review Panel should make a request to the Peer Review Coordinator who will present the request to the Division Director for approval.
- c. For peer reviews that involve meetings, Peer Review Panel members will be assembled for instruction, including a review of the program announcement, selection criteria, and peer review procedures. The Peer Review Coordinator will provide general oversight for the peer review meeting. The Program Manager will be available to provide interpretation of the program announcement, and will provide objective information concerning program requirements. The OJJDP support contractor will provide staff to facilitate and record the meeting and prepare a summary of the proceedings.
- d. Where time or other relevant factors, such as cost, preclude convening a Peer Review Panel meeting, reviewers will communicate with one another via mail, telephone, or electronic means.

9. SELECTION CRITERIA.

- a. All applications received by OJJDP are, at a minimum, rated on the extent to which they meet general selection criteria. The following selection criteria can also be enhanced to more clearly define the program requirements:
 - (1) The problem to be addressed by the project is clearly stated.
 - (2) The objectives of the proposed project are clearly defined and the outcomes are measurable.

- (3) The project design is sound and contains program elements directly linked to the achievement of project objectives.
 - (4) The project management and overall organizational capability demonstrate the applicant's capacity to successfully operate and support the project.
 - (5) Budgeted costs are reasonable, allowable, and cost effective for the proposed activities.
- b. Each competitive program announcement will indicate any additional program-specific review criteria to be considered in the peer review for that program. The assigned points for each criterion will be specified in the program announcement.

10. SCORING APPLICATIONS.

- a. The maximum score for each criterion shall be indicated in the program announcement, and the total possible score for all criteria shall equal 100 points.
For example:
- (1) Statement of the problem --- 20 points.
 - (2) Definition of objectives --- 10 points.
 - (3) Project design --- 30 points.
 - (4) Project management and organizational capability --- 25 points.
 - (5) Reasonableness of costs --- 15 points.
- b. Competitive applications will be rated by each Peer Reviewer according to the selection criteria. Summary ratings will be calculated from the numerical scores assigned to each application by the individual reviewers. The ranking of each application will be based on its summary rating. The rating categories are as follows:
- (1) 90–100 points Responsive with no revisions required.
 - (2) 80–89 points Responsive with minor revisions required.
 - (3) 70–79 points Responsive with significant revisions required.
 - (4) 60–69 points Minimally responsive with major deficiencies that would require extensive correction.
 - (5) 0–59 points Not responsive and not sufficient to receive funding.

11. RESULTS OF PEER REVIEW.

- a. Peer review recommendations, in conjunction with the results of the internal review, assist the Administrator in the final selection of applications for funding.
- b. Peer Reviewers are encouraged to make suggestions for enhancing proposals.
- c. Occasionally, supplementary reviews are necessary. Supplementary reviews are performed by a Peer Reviewer for particular programs or project applications for the following reasons:
 - (1) To address highly technical aspects of an application which initial Peer Review Panel members are not qualified to address.
 - (2) Conflicts of interest or other disqualifying circumstance within the Peer Review Panel resulted in an insufficient number of valid peer reviews.

12. STANDARDS OF CONDUCT. All peer review panelists will be treated as “special Government employees” (18 USC 202(a)) and, as such, are held to Department of Justice Standards of Conduct (28 C.F.R., Part 45) (see Appendix 2).

13. CONFLICTS OF INTEREST.

- a. In addition to the general Department of Justice conflict of interest rules set forth in its Standards of Conduct, OJJDP Peer Reviewers are subject to the OJJDP Peer Review Policy with respect to conflicts of interest.
- b. It is OJJDP’s policy to prohibit a Peer Review Panel member from participating in the review of any application when he or she has a real or potential conflict of interest, such as:
 - (1) The Peer Reviewer has been, or would be, directly involved in the project (e.g., as a current or past advisory board member, consultant, collaborator, or conference speaker whose expenses would be paid from the grant).
 - (2) The Peer Reviewer is employed by the same institution or organization as the applicant or was employed there within the past year.
 - (3) The Peer Reviewer and the applicant collaborated within the past year on work related to the proposal.
 - (4) The Peer Reviewer is or has been under consideration for a position at the applicant’s organization or institution.

- (5) The Peer Reviewer served in an official capacity with the applicant's organization within the past year.
 - (6) The Peer Reviewer's organization has members or closely affiliated officials (e.g., board of trustees members) who serve in an official capacity with the applicant's organization or institution.
 - (7) The Peer Reviewer and the applicant have a familial relationship.
 - (8) The Peer Reviewer had relations with the project director, or other key personnel identified in the application, as a student, thesis advisor, or post-doctoral advisor.
 - (9) The Peer Reviewer and applicant are known to be either close friends or open antagonists.
 - (10) The Peer Reviewer has a proposal planned for submission to OJJDP or currently under review by OJJDP within the same subject area as the proposed project.
 - (11) The Peer Reviewer was declined for an OJJDP project, had a substantial budget reduction in an OJJDP funded project, or incurred other unfavorable action from OJJDP.
 - (12) The Peer Reviewer is currently involved in a project closely associated with the proposed project.
- c. The aforementioned situations should be considered by the Program Manager before a Peer Reviewer is recommended for a peer review panel, and by the OJJDP support contractor and panelist before the proposed panelist accepts an invitation to serve on a specific review. Should a conflict of interest, or the appearance of a conflict of interest, develop after the individual has been selected, it should be brought to the attention of the Peer Review Coordinator by the Program Manager, Division Director, OJJDP support contractor, or Peer Reviewer.
- d. During the course of a review, should a Peer Reviewer question that he/she may have a conflict of interest or the appearance of a conflict, the reviewer should immediately notify the Peer Review Coordinator or the support contractor's representative assigned to facilitate the review.

14. CONFIDENTIALITY. Peer Review Panel members, OJJDP staff, and the support contractor must treat as absolutely confidential all application materials, reviewer identities, comments, deliberations, and recommendations of the Peer Review Panel. Panelists are prohibited from providing any information before, during, and after the review regarding the panelists' deliberations or recommendations to anyone outside the peer review process. Application materials and information about the Peer Review Panelists' discussion or recommendations on particular applications must not be divulged to, or discussed with, any persons not involved in the review process. Should a Peer Review Panel member receive a request for application materials or information about panel discussions or recommendations, the reviewer must notify the Peer Review Coordinator. Any persons requesting information about the review process, or about a specific application, should be referred to the Peer Review Coordinator.

15. PEER REVIEWER INQUIRIES. Peer Reviewer inquiries during the review process should be addressed in writing to the OJJDP support contractor. An information copy of the response or action taken will be forwarded by the Program Manager to the Peer Review Coordinator. Once the application process is finished, the Peer Review Coordinator will inform the OJJDP support contractor and each Peer Reviewer of the final action taken on specific proposals.

16. INFORMING APPLICANTS OF PEER REVIEWER COMMENTS. Applicants denied funding will receive a summary that specifies the strengths and weaknesses of their individual proposal and a matrix of panelist scores (with panelist identification removed). If an applicant requests additional information, copies of individual panelist ratings and comment sheets will be provided. All applicants may request and receive both summaries of panelist comments and verbatim copies of peer reviews regarding their application (excluding panelist identification). Requests for Peer Reviewer's comments should be submitted in writing to the Program Manager. A copy of the request should be forwarded by the Program Manager to the Peer Review Coordinator.

17. COMPENSATION. All Peer Reviewers will be eligible to be paid a consultant fee in accordance with Par. 6c. (2) of this guideline. In addition, peer review panelists will be eligible for reimbursement for travel expenses, including a per diem for lodging and meals, as authorized by Section 5703 of Title 5, United States Code. Vouchers and any necessary reimbursement forms will be provided to the reviewers by the support contractor.

18. MANAGING THE PEER REVIEW PROCESS. A technical support contractor will assist the Peer Review Coordinator with managing the peer review process. In addition to providing assistance during the peer review meeting, the support contractor will procure the meeting site, record and summarize the meeting, and reimburse the panelists for travel, lodging, and consulting fees.

SHAY BILCHIK
Administrator

DATE

Appendix C
Contact Lists

State Advisory Groups and State Planning Agencies

As required under section 223(a)(1) of the Juvenile Justice and Delinquency Prevention Act of 1974, as amended, States wishing to receive Formula Grants must submit a plan for carrying out the Act's purposes. To carry out this provision, each State's Governor designates a State agency to supervise the preparation and administration of the plan. In addition, section 223(a)(3) requires the designation of an advisory group, which may also serve as the supervisory board, for this State agency.

A State Advisory Group's (SAG's) responsibilities include advising the Governor and legislature on juvenile justice issues (including compliance with the requirements of the Act), developing a comprehensive State juvenile justice plan, reviewing and awarding grants, and reviewing the progress and accomplishments of programs under their plans.

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In accordance with Executive Order #12372, "Intergovernmental Review of Federal Programs," Section 4, "the Office of Management and Budget (OMB) shall maintain a list of official State entities designated by the States to review and coordinate proposed Federal financial assistance and direct Federal development." This attached listing is the OFFICIAL OMB LISTING. This listing is also published in the Catalogue of Federal Domestic Assistance biannually.

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Appendix D

Excerpts From the Catalog of Federal Domestic Assistance

Catalog of Federal Domestic Assistance Office of Juvenile Justice and Delinquency Prevention

The following excerpts are from the Catalog of Federal Domestic Assistance (FDAC) online (04/05/96 update) (see <http://www.gsa.gov/fdac/default.htm>). The Catalog is a government-wide compendium of Federal programs, projects, services, and activities that provide assistance or benefits to the American public. It contains financial and nonfinancial assistance programs administered by departments and establishments of the Federal government.

16.541 Juvenile Justice and Delinquency
Prevention-Special Emphasis

commit serious crimes; programs to prevent hate crimes; and a national law-related education program of delinquency prevention.

(Program Grants, Discretionary Grants
and Contracts)

TYPES OF ASSISTANCE: Project Grants
(Cooperative Agreements or Contracts);
Provision of Specialized Services.

FEDERAL AGENCY: OFFICE OF
JUVENILE JUSTICE AND DELINQUENCY
PREVENTION, DEPARTMENT OF
JUSTICE

USES AND USE RESTRICTIONS: To be eligible for a Special Emphasis Assistance Award or contract, an applicant must: (1) respond to legislative requirements contained in Section 261 (a) and (b) of the JJDP Act, as amended as well as specific program guidelines issued by the Office of Juvenile Justice and Delinquency Prevention (OJJDP); (2) be consistent with the objectives and priorities of OJJDP and the State's comprehensive juvenile justice and delinquency prevention plan; (3) provide for proper program administration, evaluation, and fiscal reporting; (4) demonstrate, in the overall quality of the proposal, that the program is technically sound and will achieve the required program objectives at the highest possible level; (5) demonstrate that the proposed project meets the requirements of relative cost effectiveness pursuant to Section 262 (c1) and (c5) of the

AUTHORIZATION: Juvenile Justice and Delinquency Prevention Act of 1974, Sections 261, 262, Public Law 93-415, as amended; Public Laws 94-503, 95-115, 96-509, 98-473, 100-690, and 102-586, 42 U.S.C. 5601, et seq.

OBJECTIVES: To develop and implement programs that design, test, and demonstrate effective approaches, techniques and methods for preventing and controlling juvenile delinquency such as community based-alternatives to institutional confinement; developing and implementing effective means of diverting juveniles from the traditional juvenile justice and correctional system; programs stressing advocacy activities aimed at improving services to youth impacted by the juvenile justice system; model programs to strengthen and maintain the family unit

including self-help programs; prevention and treatment programs relating to juveniles who

Juvenile Justice and Delinquency Prevention Act; and (6) respond to clear and documentable needs.

ELIGIBILITY REQUIREMENTS:

Applicant Eligibility: Special Emphasis funds are available under the Juvenile Justice and Delinquency Prevention Act of 1974, as amended, to public and private nonprofit agencies, organizations, individuals, State and local units of government, combinations of State or local units.

Beneficiary Eligibility: Public and private youth serving agencies/organizations, State and local units of government, combinations of such units, or other private agencies, organizations, institutions or individuals.

Credentials/Documentation: Costs will be determined in accordance with OMB Circular Nos. A-87 for State and local governments, A-21 for educational institutions, and A-122 for nonprofit organizations.

APPLICATION AND AWARD PROCESS:

Preapplication Coordination: Special Emphasis: In some program initiatives, applicants are invited to submit preliminary applications or concept papers in response to program announcements issued by OJJDP. The original and one copy are sent to the OJJDP in Washington, DC, and where applicable one copy is sent to the Criminal Justice Council; or the original and two copies are sent to the OJJDP if the proposed program extends beyond State boundaries. Preliminary applications are not to exceed 15 pages, but may have supporting information in appendices. Preliminary applications are judged on program requirements according to pre-defined selection criteria. Those applicants

judged to meet selection criteria at the highest level are invited to develop full applications. Each program announcement provides the dates for preliminary application submission. The standard application forms as furnished by the Federal agency, in accordance with 28 CFR Part 66 (Common Rule) or OMB Circular No. A-110, must be used for this program. This program is eligible for coverage under E.O. 12372, "Intergovernmental Review of Federal Programs", and applies except for grants which are national in scope. Program announcements will provide instructions regarding the necessity of submission to single State agencies. An applicant should consult the office or official designated as the single point of contact in his or her State for more information on the process the State requires to be followed in applying for assistance, if the State has selected the program for review.

Application Procedure: The applicant submits an original and 2 copies of proposals on Standard Form 424 in response to specific guidelines published by OJJDP. Applicants are expected to address each concern or requirement in the guidelines as clearly and specifically as possible, giving particular attention to goal and objective statements, methodology and data requirements. A peer review group is established as mandated in Section 262(d)(1)(A) of JJDP Act and applications are rated and ranked in relation to pre-defined selection criteria. This program is subject to the provisions of OMB Circular No. A-110 and the Common Rule.

Award Procedure: Assistance awards and contracts are awarded directly to applicants or may be awarded to State agencies established to administer the JJDP Act Formula Grant Program or a National Program Coordinator with a subgrant or contract to successful applicants for program administration and

implementation. In either instance, both grantees and subgrantees are notified of a pending award.

Deadlines: Published in program announcements or requests for proposals.

Range of Approval/Disapproval Time: From 1 to 3 months.

Appeals: Informal reconsideration by Administrator for assistance applicants, administrative hearings for assistance award terminations. See C.F.R. Pat 18, 50 F.R. 28199, July 11, 1985.

Renewals: Continuation grant, supplemental award or contract modification.

ASSISTANCE CONSIDERATIONS:

Formula and Matching Requirements: Special Emphasis: Grants awarded under the Juvenile Justice and Delinquency Prevention Act do not require a cash match; except for construction projects, where the match is 50 percent on community based facilities of 20 beds or less.

Length and Time Phasing of Assistance: Initial Awards usually are made for 12-18 months and with further funding based upon the project period, grantee performance and availability of funds.

Drawdowns are possible under a Letter of Credit.

POST ASSISTANCE REQUIREMENTS:

Reports: For Special Emphasis: Quarterly and final financial and progress reports are required.

Audits: State and local governments that receive financial assistance of \$100,000 or more in any fiscal year must have a single audit for that year in accordance with the provisions of OMB Circular No. A-128, "Audits of State and Local Governments." State and local governments receiving at least \$25,000, but less than \$100,000 have the option of performing a single audit or separate program audits required by the applicable Federal statutes and regulations. State and local governments receiving less than \$25,000 in any fiscal year are exempt from a single audit. Audits also will be performed as discussed in accordance with OMB Circular No. A-133, "Audits of Institutions of Higher Education and Other Nonprofit Institutions." Institutions of higher education, hospitals and other nonprofit institutions that receive Federal awards between \$25,000 and \$100,000 a year shall have an audit made in accordance with OMB Circular A-133 or have an audit made of each Federal award. The required audits are to be on an organization-wide basis, independently performed and must be in accordance with "government auditing standards" covering financial audits. However, a coordinated audit approach which tailors the scope of the audit to individual circumstances may be worked out between the grantees and the cognizant agency or the grantor agency providing the most funds to a grantee when a cognizant agency has not been assigned. These audits are due to the cognizant Federal agency not later than 13 months after the end of the grantee's fiscal year. Audit requirements from OMB Circular A-133 shall apply to audit of institutions for fiscal years that begin on or after January 1, 1990.

Records: Grantee must keep complete records on the disposition of funds, and records related to the grant must be retained for three years after the date of the final report.

FINANCIAL INFORMATION:

Account Identification: 15-0401-0-1-754;
15-0405-0-1-754.

Obligations: (Grants) Special Emphasis: FY 94 \$7,358,782; FY 95 est \$13,053,116; and FY 96 est \$9,750,000. Technical Assistance: FY 94 \$10,502; FY 95 est \$9,470; and FY 96 est \$0.

Range and Average of Financial Assistance: Not available.

PROGRAM ACCOMPLISHMENTS: In fiscal year 1995, Special Emphasis continuation awards were made to the following: A school based program designed to coordinate social services and educational resources to combat truancy and dropouts; an alternative School model in public housing; a program to assist Native American communities with the development of community-based alternatives for delinquent youth; a program to improve the quality of juvenile correctional education programs; programs to prevent alcohol and drug abuse; and a juvenile boot camp program, a continuation of a program to reduce disproportionate minority confinement; a program to prevent "Hate Crimes"; a program to improve access to and quality of legal services; and a comprehensive program to prevent serious and violent crime and develop graduated sanctions for juveniles that commit serious and violent crime.

REGULATIONS, GUIDELINES, AND LITERATURE: Special emphasis program guidelines are published in the Federal Register and awards are governed by Financial Guide M7100.1 which is available upon request. Reports and studies developed through the OJJDP National Institute (NIJDP) are

available and can be secured by contacting OJJDP in Washington, DC.

INFORMATION CONTACTS:

Regional or Local Office: None.

Headquarters Office: Office of Juvenile Justice and Delinquency Prevention, Office of Justice Programs, Department of Justice, Washington, DC 20531. Telephone: (202) 307-5914. Use the same number for FTS.

RELATED PROGRAMS: 16.540, Juvenile Justice and Delinquency Prevention-Allocation to States; 16.542, National Institute for Juvenile Justice and Delinquency Prevention; 16.544, Part D-

Juvenile Gangs and Drug Abuse and Drug Trafficking.

EXAMPLES OF FUNDED PROJECTS: Special emphasis grants have been awarded for law related education, family strengthening, comprehensive programs for serious and violent juvenile offenders, juvenile aftercare, juvenile boot camps, Native American community-based programs and drug and alcohol abuse prevention and treatment programs, and school drop out and prevention programs.

CRITERIA FOR SELECTING PROPOSALS: Applications are judged according to their consistency with the policies and program priorities established by the Juvenile Justice and Delinquency Prevention Act. Specific criteria are applied that are related to the particular program areas under which projects are funded. The criteria are published in the Federal Register as part of the individual program announcements. Applications undergo a competitive peer review process as outlined in the OJJDP

Competition and Peer Review Policy 28 CFR Part 34.

16.542 National Institute for Juvenile Justice and Delinquency Prevention

FEDERAL AGENCY: OFFICE OF JUVENILE JUSTICE AND DELINQUENCY PREVENTION, DEPARTMENT OF JUSTICE

AUTHORIZATION: Juvenile Justice and Delinquency Prevention Act of 1974, Section 241-248, as amended; Public Laws 93-415, 94-503, 95-115, 96-509, 98-473, 100-690 and 102-586 revised April 1993, 42 U.S.C. 5601, et seq.

OBJECTIVES: To encourage, coordinate, and conduct research and evaluation of juvenile justice and delinquency prevention activities; to provide for public and private agencies, institutions, justice system agencies, a clearinghouse and information center for collecting, disseminating, publishing, and distributing information on juvenile delinquency; to conduct national training programs of juvenile related issues, and provide technical assistance and training assistance to Federal, State, and local governments, courts, corrections, law enforcement, probation, public and private agencies, institutions, and individuals, in the planning, establishment, funding, operation, or evaluation of juvenile delinquency programs.

TYPES OF ASSISTANCE: Project Grants (Cooperative Agreements or Contracts).

USES AND USE RESTRICTIONS: It is the purpose of the Institute to provide a coordinating center for the collection, preparation and dissemination of useful data regarding the prevention, treatment and control of juvenile delinquency and child exploitation;

to provide training for human services professionals, judges, paraprofessionals, juvenile corrections and detention personnel, volunteers, law enforcement personnel where activities relate to juvenile delinquency prevention and treatment programs; to promote leadership development in the field of juvenile justice; to promote dissemination of information about new technologies and training methods, to stimulate and support training in the fields of juvenile justice, missing and exploited children; and the human services networks which support the juvenile justice system; and to support development of standards for the administration of juvenile justice. The funds are also used to conduct research, program development and evaluation into any aspect of juvenile delinquency, missing and exploited children; to review standards of juvenile detention and correctional facilities; to strengthen and maintain the family unit; to improve our understanding of the development of pro-social and anti-social behavior patterns; to report the number and characteristics of juveniles taken into custody; to collect, process and report on the data from the Nation's juvenile justice systems; to assess the juvenile justice system's handling of sex offenders and their offenses; to research and identify early court interventions, delays in sanctions and effective juvenile offender prevention and treatment programs; and to study waivers and transfers to adult courts and conduct research to increase knowledge of how violent youth gangs contribute to serious, violent, and chronic juvenile crime.

ELIGIBILITY REQUIREMENTS:

Applicant Eligibility: Public or private agencies, organizations, or individuals.

Beneficiary Eligibility: Public or private agencies, organizations, or individuals.

Credentials/Documentation: Costs will be determined in accordance with OMB Circular No. A-87 for State and local governments.

APPLICATION AND AWARD PROCESS:

Preapplication Coordination: Standard application forms, in accordance with 28 CFR Part 66 (Common Rule), as required by OMB Circular No. A-102 must be used for this program. This program is excluded from coverage under E.O. 12372.

Application Procedure: Applicant submits proposal on Standard Form 424. This program is subject to the provisions of OMB Circular No. A-110 and the Common Rule. Proposals must be prepared and submitted in accordance with program announcements published in the Federal Register.

Award Procedure: Award package is sent to grantee.

Deadlines: As scheduled in annual program plan or as set forth in program announcements.

Range of Approval/Disapproval Time: From 1 to 6 months.

Appeals: 28 CFR Part 18.

Renewals: Supplemental grants.

ASSISTANCE CONSIDERATIONS:

Formula and Matching Requirements: No match required.

Length and Time Phasing of Assistance: Varies; generally 1 to 3 years. Drawdowns may be made.

POST ASSISTANCE REQUIREMENTS:

Reports: Financial and subgrant data reported on a monthly, quarterly, and annual basis, as required by the OJP Financial Guide (M7100.1) applicable edition.

Audits: Full fiscal and program audit annually of at least 15 percent of projects; other onsite inspections as needed throughout the year. Also by special request. State and local governments that receive financial assistance of \$100,000 or more in any fiscal year must have a single audit for that year in accordance with the provisions of OMB Circular No. A-128, "Audits of State and Local Governments." State and local governments receiving at least \$25,000, but less than \$100,000 have the option of performing a single audit or separate program audits required by the applicable Federal statutes and regulations. State and local governments receiving less than \$25,000 in any fiscal year are exempt from a single audit. Audits also will be performed as discussed in accordance with OMB Circular No. A-133, "Audits of Institutions of Higher Education and Other Nonprofit Institutions." Institutions of higher education, hospitals and other nonprofit institutions that receive Federal awards between \$25,000 and \$100,000 a year shall have an audit made in accordance with OMB Circular A-133 or have an audit made of each Federal award. The required audits are to be on an organization-wide basis, independently

performed and must be in accordance with "government auditing standards" covering financial audits. However, a coordinated audit approach which tailors the scope of the audit to individual circumstances may be worked out between the grantees and the cognizant agency or the grantor agency providing the most funds to a grantee when a cognizant agency has not been assigned. These audits are due to the cognizant Federal agency not later than 13 months after the end of the grantee's fiscal year. Audit requirements from OMB Circular A-133 shall apply to audit of institutions for fiscal years that begin on or after January 1, 1990.

Records: Grantee must keep complete records on disposition of funds.

FINANCIAL INFORMATION:

Account Identification: 15-0401-0-1-754; 15-0405-0-1-754.

Obligations: (Grants) FY 94 \$10,502,024; FY 95 est \$18,281,194; FY 96 \$15,250,000.

Range and Average of Financial Assistance: In amounts consistent with the Institute's plans, priorities, and levels of financing.

PROGRAM ACCOMPLISHMENTS:

During fiscal year 1995, National Institute for Juvenile Justice and Delinquency Prevention funded grants supported a wide variety of activities. Training has been provided to juvenile justice and youth serving agency personnel, including: lawyers, judges, law enforcement executives; juvenile court, detention, and correctional administrators; probation officers; teachers; students; and, practitioners. These training programs dealt with a range of juvenile justice topics, including juvenile restitution

programming, knowledge and skills development for youth services workers in community-based settings, juvenile corrections administrators and line supervisors, law enforcement and juvenile and family court personnel handling juvenile offenders as well as abused and neglected children in need of permanent placements. The research program provided valuable reports and bulletins from a variety of program areas: Juveniles Taken Into Custody, fiscal year 1992 Report; Juvenile Court Statistics, 1992; Offenders in Juvenile Court, 1992. Serious, Violent, and Chronic Juvenile Offenders: Guide to a Comprehensive Strategy; Urban Delinquency and Substance Abuse; Juveniles and Violence: Juvenile Offending and Victimization; Juveniles and the following Congressionally Mandated Reports, The Obstacles to the Return and Recovery of Parentally Abducted Children, A Study to Evaluate the Conditions in Juvenile Detention and Correctional Facilities and Hate Crimes.

REGULATIONS, GUIDELINES, AND LITERATURE: Office of Justice Programs (OJP) Financial and Administrative Guide for Grants, M7100.1; Federal Register publications: Fiscal Year 1995 Program Plan and Competitive Discretionary Program (May 3, 1995) and Discretionary Program Announcement Application Kit, issued in 1995.

INFORMATION CONTACTS:

Regional or Local Office: None.

Headquarters Office: Department of Justice, Office of Juvenile Justice and Delinquency Prevention, National Institute for Juvenile Justice and Delinquency Prevention, Washington, DC 20531. Contact: Director, Research and Program Development Division. Telephone: (202)

307-5929. Use the same number for FTS.
Contact: Emily Martin. (202) 307-5940. Use
the same number for FTS.

RELATED PROGRAMS: 16.540, Juvenile
Justice and Delinquency Prevention-Allocation
to States; 16.541, Juvenile Justice and
Delinquency Prevention-Special Emphasis;
16.560, Justice Research, Development, and
Evaluation Project Grants.

EXAMPLES OF FUNDED PROJECTS:
Projects funded during year 1995, include
programs addressing serious, violent and
chronic offenders, Juvenile Personnel
Improvement, Statistics and System
Development, Juveniles Taken Into Custody,
Children in Custody, Conditions of
Confinement Follow-up Performance
Standards, Prevention of Family Abduction of
Children, Analysis of Research on the Causes
and Correlates of Delinquency and
Non-Delinquency Violence Studies,
Court-Appointed Special Advocates, OJJDP
National Training and Technical Assistance
Center, Juvenile and Family Court Training,
Cultural Differences for Juvenile Justice
Personnel Training, Child Centered
Community Oriented Policing Program
Training Manual and Curriculum. Project to
Expand and Improve Juvenile Restitution
Programs, Juvenile Corrections and Detention
Personnel Technical Assistance and Training,
Juvenile Justice Training for State and Local
Law Enforcement Personnel, Youth Centered
Conflict Resolution Training, Technical
Assistance for Family Strengthening, and
Juvenile Prosecution Center.

CRITERIA FOR SELECTING
PROPOSALS: Applications are judged
according to their consistency with the
policies and program priorities established by
the Juvenile Justice and Delinquency
Prevention Act. Specific criteria are applied
that are related to the particular program areas

under which projects are funded. The criteria
are incorporated in the individual program
announcements. Applications undergo a
competitive peer review process as outlined in
the OJJDP Competition and Peer Review
Policy, 28 CFR Part 34.

16.544 Part D-Juvenile Gangs and Drug
Abuse and Drug Trafficking

FEDERAL AGENCY: OFFICE OF
JUVENILE JUSTICE AND DELINQUENCY
PREVENTION, OFFICE OF JUSTICE
PROGRAMS, DEPARTMENT OF JUSTICE

AUTHORIZATION: Juvenile Justice and
Delinquency Prevention Act of 1974,

Sections 281 and 282, Public Law 93-415, as
amended.

OBJECTIVES: To prevent and to reduce the
participation of juveniles in the activities of
gangs that commit crimes. Such programs and
activities may include: 1) individual, peer,
family, and group counseling, including
provision of life skills training and preparation
for living independently, which shall include
cooperation with social services, welfare, and
health care programs; 2) education and social
services designed to address the social and
developmental needs of juveniles; 3) crisis
intervention and counseling to juveniles, who
are particularly at risk of gang involvement,
and their families; 4) the organization of the
neighborhood and community groups to work
closely with parents, schools, law
enforcement, and other public and private
agencies in the community; and 5) training and
assistance to adults who have significant
relationships with juveniles who are or may
become members of gangs, to assist such
adults in providing constructive alternatives to
participating in the activities of gangs. To
develop within the juvenile adjudicatory and

correctional systems new and innovative means to address the problems of juveniles convicted of serious drug-related and gang-related offenses. To provide treatment to juveniles who are members of such gangs, including members who are accused of committing a serious crime and members who have been adjudicated as being delinquent. To promote the involvement of juveniles in lawful activities in geographical areas in which gangs commit crimes. To promote and support, with the cooperation of community-based organizations experienced in providing services to juveniles engaged in gang-related activities and cooperation of local law enforcement agencies, the development of policies and activities in public elementary and secondary schools which will assist such schools in maintaining a safe environment conducive to learning. To assist juveniles who are or may become members of gangs to obtain appropriate educational instruction, in or outside a regular school program, including the provision of counseling and other services to promote and support the continued participation of such juveniles in such instructional programs. To expand the availability of prevention and treatment services relating to the illegal use of controlled substances and controlled substances analogues (as defined in paragraphs (6) and (32) of section 102 of the Controlled Substances Act (21 U.S.C. 802) by juveniles, provided through State and local health and social services agencies. To provide services to prevent juveniles from coming into contact with the juvenile justice system again as a result of gang-related activity. To provide services at a special location in a school or housing project. To facilitate coordination and cooperation among: 1) local education, juvenile justice, employment, and social service agencies; and 2) community-based programs with a proven record of effectively providing intervention services to juvenile gang

members for the purpose of reducing the participation of juveniles in illegal gang activities.

TYPES OF ASSISTANCE: Project Grants (Cooperative Agreements or Contracts).

USES AND USE RESTRICTIONS: To be eligible for an award or contract, an applicant must: (1) respond to legislative requirements contained in Section 281A and 282A of the JJDP Act, as amended as well as specific program guidelines issued by the Office of Juvenile Justice and Delinquency Prevention (OJJDP); (2) be consistent with the objectives and priorities of OJJDP; (3) provide for adequate program administration, evaluation and fiscal reporting; (4) demonstrate, in the overall quality of the proposal, that the program is technically sound and will achieve the required program objectives at the highest possible level; and (5) respond to clear and documentable needs.

ELIGIBILITY REQUIREMENTS:

Applicant Eligibility: Part D funds are available under the Juvenile Justice and Delinquency Prevention Act of 1974, as amended, to public or private nonprofit agencies, organizations or individuals.

Beneficiary Eligibility: Public or private nonprofit agencies, organizations or individuals.

Credentials/Documentation: Costs will be determined in accordance with OMB Circular Nos. A-87 for State and local governments, A-21 for educational institutions, and A-122 for nonprofit organizations.

**APPLICATION AND AWARD
PROCESS:**

Preapplication Coordination: In some program initiatives, applicants are invited to submit preliminary applications or concept papers in response to program announcements issued by OJJDP. The original and one copy are sent to the OJJDP in Washington, DC, and where applicable one copy is sent to the Criminal Justice Council; or the original and two copies are sent to the OJJDP if the proposed program extends beyond State boundaries. Preliminary applications are not to exceed 15 pages, but may have supporting information in appendices. Preliminary applications are judged on program requirements according to pre-defined selection criteria. Those applicants judged to meet selection criteria at the highest level are invited to develop full applications. Each program announcement provides the dates for preliminary application submission. The standard application forms as furnished by the Federal agency, in accordance with 28 C.F.R., Part 66 (Common Rule) or OMB Circular No. A-110 must be used for this program. This program is eligible for coverage under E.O. 12372, "Intergovernmental Review of Federal Programs", and applies except for grants which are national in scope. Program announcements will provide instructions regarding the necessity of submission to single State agencies. An applicant should consult the office or official designated as the single point of contact in his or her State for more information on the process the State requires to be followed in applying for assistance, if the State has selected the program for review.

Application Procedure: Applicant submits proposal on Standard Form 424. This program is subject to the provisions of OMB Circular No. A-110 and the Common Rule. Proposals must be prepared and submitted in

accordance with program announcements published in the Federal Register.

Award Procedure: Award package is sent to grantee.

Deadlines: Published in program announcements or requests for proposals.

Range of Approval/Disapproval Time: From 1 to 3 months.

Appeals: See 28 C.F.R. Part 18.

Renewals: Supplemental grants or contract modification.

ASSISTANCE CONSIDERATIONS:

Formula and Matching Requirements: No match required.

Length and Time Phasing of Assistance: Initial awards usually are made for a period of 12 to 18 months with further funding based upon the project period and grantee performance and availability of funds. Drawdowns are possible under a Letter of Credit.

POST ASSISTANCE REQUIREMENTS:

Reports: Quarterly and final financial and progress reports are required.

Audits: In accordance with the provisions of OMB Circular No. A-128, "Audits of State and Local Government," State and local governments that receive financial assistance of \$100,000 or more within the State's fiscal year shall have an audit conducted for that year. State and local governments that receive between \$25,000 and \$100,000 within the State's fiscal year shall have an audit conducted in accordance with Circular No.

A-128, or in accordance with Federal laws and regulations governing the programs in which they participate. Nonprofit organization are subject to the audit provisions set forth in OMB Circular No. A-133.

Records: Grantee must keep complete records on the disposition of funds, and records related to the grant must be retained for 3 years after the date of the final report.

FINANCIAL INFORMATION:

Account Identification: 15-0401-0-1-754; 15-0405-0-1-754.

Obligations: (Grants) FY 94 \$3,505,269; FY 95 est \$12,114,165; and FY 96 est \$10,000,000.

Range and Average of Financial Assistance: Not available.

PROGRAM ACCOMPLISHMENTS:

During Fiscal Year 1995, the Office of Juvenile Justice and Delinquency Prevention funded a National Gang Assessment Resource Center which assesses the nature and extent of the gang problem, reviews the current gang literature, advances statistical data collection and analyses, identifies promising program models, body of information into user-friendly dissemination products. OJJDP also funded a five demonstration sites to implement a Comprehensive Community-Wide Approach to Gang Prevention, Intervention, and Suppression Program, which utilizes the program model developed by Irving Spergel and colleagues at the University of Chicago. In addition, an Evaluation of the Comprehensive Community-Wide Approach to Gang Prevention, Intervention, and Suppression Program was funded. Under the 1995

continuation program, Boys and Girls Clubs of America (B&GCA) will continue and expand its efforts in preventing at-risk youth from becoming involved in gangs, and intervening with youth who are already involved in gangs. It will also continue its research and statistics, and state-of-the-art programs. In the area of prevention, B&GCA will extend the time period and support to the current gang prevention sites. B&GCA will set up new gang prevention program sites to reach additional youth. In order to meet the growing needs of Clubs outside of the project, the program will continue to provide regional gang prevention or delinquency prevention training. The training will consist of a day-and-a-half training for Club professionals and community representatives, the Gang Prevention Through Targeted Outreach Manual, and on-site and off-site technical assistance for administrative and program staff. The 1995 Gang Prevention new sites will include Boys and Girls Clubs of Worcester, Massachusetts, Norfolk, Virginia; Anniston, Alabama; Holland, Michigan; Lexington, Kentucky; New Albany, Indiana; Forth Worth, Texas; Santa Barbara and Ventura, California. Each of the Clubs will implement their Action Plan, which will define a recruitment strategy, establish a referral network, ensure that services are needs and interest-based, and ultimately result in the recruitment and integration into the Clubs' core programs of youth between the ages of 6 and 18 either at-risk of gang involvement or fringe members of a gang. The Boys and Girls Clubs of America will host a Youth Gang Symposium, designed to provide state-of-the-art information on youth gang prevention and intervention programming. This symposium will also provide an opportunity to educate media representatives about existing programs to combat gangs. In addition to continuing the gang prevention and intervention component of the Targeted Outreach Program in 1995 B&GCA also

continued to establish Clubs in public housing developments.

REGULATIONS, GUIDELINES, AND LITERATURE: The office of Justice Programs (OJP) Financial and Administrative Guide for Grants, M.7100.1.

INFORMATION CONTACTS:

Regional or Local Office: None.

Headquarters Office: Office of Juvenile Justice and Delinquency Prevention, Office of Justice Programs, Department of Justice, Washington, DC 20531. Telephone: (202) 307-0751. Use the same number for FTS.

RELATED PROGRAMS: 16.540, Juvenile Justice and Delinquency Prevention-Allocation to States; 16.541, Juvenile Justice and Delinquency Prevention-Special Emphasis; 16.542, National Institute for Juvenile Justice and Delinquency Prevention.

EXAMPLES OF FUNDED PROJECTS: Projects funded during Fiscal Year 1995 include programs that provide education, sports and counseling services; programs designed to prevent youth from entering gangs and to intervene with gang members in the early stages of gang involvement and to divert them away from gangs and toward more constructive programs; a drug awareness, education and prevention campaign designed to help young people understand the dangers of drugs and live a non-impaired lifestyle; establishing a prep-school on the premises of a public housing development for kindergarten to fourth grade children; an innovative gang prevention summer program established in northeast Portland, Oregon, for high school youth that are at risk of joining gangs; programs to prevent high school students from dropping out of school and joining gangs; to reduce teen victimization; and to

provide training and technical assistance to key policy makers, and to foster improved public and private Agency gang and drug prevention, intervention and suppression strategies.

CRITERIA FOR SELECTING

PROPOSALS: Applications are assessed according to their consistency with the policies and program priorities established by the Juvenile Justice and Delinquency Prevention Act. Specific criteria are applied that are related to the particular program areas under which projects are funded. The criteria are published in the Federal Register as part of each program announcement. Applications may undergo a competitive peer review process as outlined in the OJJDP Competition and Peer Review Policy 28 C.F.R. Part 34.

16.547 Victims of Child Abuse

(Judicial Child Abuse Training, Investigation and Prosecution of Child Abuse Through the Criminal Justice System, Court Appointed Special Advocates (CASA), and Children's Advocacy Centers)

FEDERAL AGENCY: OFFICE OF JUVENILE JUSTICE AND DELINQUENCY PREVENTION, DEPARTMENT OF JUSTICE

AUTHORIZATION: Victims of Child Abuse Act of 1990, Public Law 101-647.

OBJECTIVES: To develop model technical assistance and training programs to improve the courts' handling of child abuse and neglect cases. Facilitate the adoption of laws to protect children against the potential second assault of the courtroom proceeding; to address the present situation in which many States have adopted innovative procedures

that have far outpaced Federal law, leaving those children who do enter the Federal system inadequately protected; to address the inconsistency and disparity among State laws on child abuse; to train criminal justice system personnel on up-to-date, innovative techniques for investigating and prosecuting child abuse cases; and, to promote a multidisciplinary approach to coordinating the investigations and prosecution of child abuse cases and, thereby, limiting the number of pre-trial interviews a child must go through as well as better assure the accuracy of each interview. Provide technical assistance, information and support to CASA programs, as well as assist communities in developing new programs, provide support to existing and developing State organizations on issues such as the development of goals and objectives, State legislation, and State standards to strengthen local programs. Assist communities in developing child-focused programs designed to improve the resources available to children and families; provide support to non-offending family members; enhance coordination among community agencies, professionals, and provide medical support to health care and mental health care professionals involved in the intervention, prevention, prosecution, and investigation systems that respond to child abuse cases.

TYPES OF ASSISTANCE: Project Grants.

USES AND USE RESTRICTIONS:

Funds are available specifically to achieve the objectives of the Judicial Child Abuse Training, Investigation and Prosecution of Child Abuse Through the Criminal Justice System, Court Appointed Special Advocates (CASA), and the Regional and Local Advocacy Centers.

ELIGIBILITY REQUIREMENTS:

Applicant Eligibility: Eligible applicants are designated in the congressional appropriations process for judicial child abuse training, investigation and prosecution of child abuse through the criminal justice system, and Court Appointed Special Advocates (CASA). Local nonprofit agencies/ organizations may apply to National Court Appointed Special Advocates (NCASA) to start or expand CASA programs, and local children's advocacy centers or agencies/ organizations interested in start-up of children's advocacy centers may apply to the National Network of Children's Advocacy Centers (NNCAC) for funds awarded to them by OJJDP for this purpose. Nonprofit children's advocacy centers may apply to OJJDP for funds appropriated for the regional advocacy centers when a request for proposals appears in the Federal Register. Current grantees of the four Children's Advocacy Centers are in the second year of a 5-year project period contingent upon future Congressional earmarks.

Beneficiary Eligibility: Public or private agencies/organizations addressing child abuse problem.

Credentials/Documentation: Cost will be determined in accordance with OMB Circular No. A-87 for State and local governments, A-21 for educational institutions, and A-122 for nonprofit organizations.

APPLICATION AND AWARD PROCESS:

Preapplication Coordination: This program is excluded from coverage under E.O. 12372.

Application Procedure: Procedures for application for funds to support CASA programs will be available through competitive proposals issued by National Court Appointed Special Advocates (NCASA), 2722 Eastlake

Ave, E., Suite 330, Seattle, Washington 98102; and funds to support local children's advocacy centers will be available through solicitations issued by the National Network of Children's Advocacy Centers, Inc. (NNOCAC), 301 Randolph Ave., Huntsville, Alabama 35801.

Award Procedure: The Administrator, Office of Juvenile Justice and Delinquency Prevention, Office of Justice Programs has final approval authority over grants awarded by OJJDP. Award package is sent to grantee. Procedures for applications for CASA and local children's advocacy funds will be provided in the solicitation for competitive proposal issued by NCASA and NNOCAC.

Deadlines: None.

Range of Approval/Disapproval Time: Not applicable.

Appeals: Not applicable.

Renewals: The term for this grant program budget period will be for a period of 12 to 18 months.

ASSISTANCE CONSIDERATIONS:

Formula and Matching Requirements: Not applicable.

Length and Time Phasing of Assistance: Grants are generally awarded for a 2 to 12 month time period, but may have a 12 to 36 month project period.

POST ASSISTANCE REQUIREMENTS:

Reports: Quarterly and final financial reports and a quarterly program performance report will be required as stipulated in the effective edition of M7100.1, "Financial and

Administrative Guide for Grants." Similar reporting requirements will be required by NLASA and NNLAC to satisfy Federal requirements.

Audits: Audits will be performed in accordance with OMB Circular No. A-133 "Audits of Institutions of Higher Education and Other Nonprofit Institution." Institutions that received Federal awards between \$25,000 and \$100,000 a year shall have an audit made in accordance with OMB Circular A-133 or have an audit made of each Federal award. The required audits are to be on an organization-wide basis, independently performed and must be in accordance with "government auditing standards" covering financial audits. However, a coordinated audit approach which tailor the scope of the audit to individual circumstances may be worked out between the grantees and the cognizant agency or the grantor agency providing the most funds to a grantee when a cognizant Federal agency has not been assigned. These audits are due to the cognizant Federal agency not later than 13 month after the end of the grantee's fiscal year. Audits requirements for OMB Circular A-133 shall apply to audit of institutions for fiscal years that begin on or after January 1, 1990.

Records: Grantee must keep complete records on the disposition of funds.

FINANCIAL INFORMATION:

Account Identification: 15-0401-0-1-754; 15-0405-0-1-754.

Obligations: (Grants) FY 94 \$7,500,000; FY 95 est \$11,753,969; and FY 96 \$11,250,000.

Range and Average of Financial Assistance: Not applicable.

PROGRAM ACCOMPLISHMENTS:
During 1995, technical assistance and training was provided by NCASA to 610 CASAs with 37,000 volunteers representing service to 128,000 children. A range of technical assistance materials were disseminated, and funds were made available to 75 new organizations/agencies either operating CASAs for start-up or to statewide CASA programs. The maximum grant was \$80,000 for 2 years. Responses were provided to 3,400 requests for technical assistance and a week long training program was provided to prosecutors on child abuse cases, and several special issue seminars were conducted. The second edition of the investigation and prosecution of child abuse was published and informational materials were made available to prosecutors, law enforcement, social workers, and other personnel handling child abuse cases. A resource guide on improving court practices and other technical materials have been developed for the nation's juvenile and family courts in handling child abuse cases by the National Council of Juvenile and Family Court Judges which has begun work with three jurisdictions to replicate the demonstration court model. During 1994, 104 grants were awarded to local children's advocacy centers by the National Network of Local Children's Advocacy Centers to support training, technical assistance and program development and four organizations were selected in 1994 to implement the regional children's advocacy centers through a competitive solicitation. Continuation awards to the National Network to support local CACs and awards to the four regional centers for FY 1995 were made in September 1995. The National Network has begun to solicit applications from local children's advocacy centers and anticipates making awards by December 1995.

REGULATIONS, GUIDELINES, AND LITERATURE: Applications and current

edition of M7100.1, are available upon request.

INFORMATION CONTACTS:
Regional or Local Office: None.

Headquarters Office: Emily C. Martin, Training and Technical Assistance Division, Office of Juvenile Justice and Delinquency Prevention, Department of Justice, Washington, DC 2031. Telephone: (202) 307-5940. Use the same number for FTS.

RELATED PROGRAMS: None.

EXAMPLES OF FUNDED PROJECTS:
Not applicable.

CRITERIA FOR SELECTING PROPOSALS: By congressional designation, funds will be made available specifically for the Judicial Child Abuse Training to the National Council of Juvenile and Family Court Judges, for the Investigation and Prosecution of Child Abuse through the Criminal Justice System to the American Prosecutor Research Institute, Court appointed Special Advocates to the National Court Appointed Special Advocate Association, and for the development of Regional and Local Children's Advocacy Centers through the National Network of Children's Advocacy Centers and the four regional Children's Advocacy Centers.

16.726 Juvenile Mentoring Program (JUMP)

FEDERAL AGENCY: OFFICE OF JUVENILE JUSTICE AND DELINQUENCY PREVENTION

AUTHORIZATION: Juvenile Justice and Delinquency Prevention Act of 1974, Section 288, as amended, Public Law 93-415, as amended; Public Law 94-503, 95-115, 96-509, 98-473, 100-690, and 102-586, 42 U.S. § 5667c.

OBJECTIVES: 1) To reduce juvenile delinquency and gang participation. 2) To improve academic performance, and 3) To reduce the dropout rate; through the use of mentors for at-risk youth.

TYPES OF ASSISTANCE: Discretionary Grants.

USES AND USE RESTRICTIONS: JUMP provides support for one-to-one mentoring programs for at-risk youth. An "at-risk youth" is, for purposes of this program, a youth who is at risk of educational failure or dropping out of school. A "mentor" is defined as an adult, 21 years or older, who works with an at-risk youth on a one-to-one basis, establishes a supportive relationship with the youth and provides the youth with academic assistance and exposure to new experiences which enhance the youth's ability to become a responsible citizen.

ELIGIBILITY REQUIREMENTS: Eligible applicants are those that meet one or more of the following criteria: (1) serve at-risk youth in high crime areas; (2) have 60 percent or more of their youth eligible to receive funds under Chapter I of the Elementary and Secondary Education Act of 1965; (3) have a considerable number of youth who drop out of school each year; and (4) that can demonstrate knowledge of and/or experience with mentoring programs, as well as working with volunteers and youth. Mentors must be adults, 21 years or older.

APPLICANT ELIGIBILITY: Local education agencies (LEA) and public/private non-profit organizations. Both entities (LEA) or public/private non-profit organizations must collaborate with the other to implement the program. Accordingly, each applicant has specified the nature of the relationship with either the school or school agency (if the applicant is a non-profit) or with the non-profit (if the applicant is a LEA).

BENEFICIARY ELIGIBILITY: Local education agencies (LEA) and public/private non-profit organizations.

CREDENTIALS/DOCUMENTATION: Costs will be determined in accordance with OMB Circular No. A-87 for State and local governments, and OMB Circular No. A-110 for Instructions of Higher Education, Hospitals and Other Nonprofit Organizations.

APPLICATION AND AWARD PROCESS:

PREAPPLICATION COORDINATION: This program is eligible for coverage under E. O. 12372, "Intergovernmental Review of Federal Programs." An applicant should consult the office or office designated as the single point of contact in his or her state for more information on the processes the state requires to be followed in applying for assistance, if the State has selected the program for review. Application forms furnished by the Federal agency, in accordance with 28 CFR, Part 66 (Common Rule), must be used for this program.

APPLICATION PROCEDURE: Applicants must submit a proposal to the Office of Justice Programs on Standard Form 424 (Federal Assistance Applications). The receipt, review, and analysis of applications will follow Office of Justice Programs policies

and procedures for the administration of grant applications. This program is subject to the provisions of OMB Circular No. A-110.

AWARD PROCEDURE: Upon approval by the Office of Justice Programs, a letter is sent to the applicant agency with copies of the Grant Award. One copy of the Grant Award must be signed by an authored official and returned to the Office of Justice Programs.

DEADLINES: Published in program announcements, requests for applications.

RANGE OF APPROVAL/DISAPPROVAL TIME:
From 1 to 3 months.

APPEALS: Informal reconsideration by Administrator for assistance applicants; administrative hearings for assistance award termination. SCE C.F.R. Pat. 18, 50 FR 28199, July 11, 1985.

RENEWALS: None.

ASSISTANCE CONSIDERATIONS:

FORMULA AND MATCHING REQUIREMENTS: Special Emphasis Grants awarded under The Juvenile Justice and Delinquency Prevention Act do not require a cash match, except for construction projects, where the match is 50 percent on community-based facilities of 20 beds or less.

LENGTH AND TIME PHASING OF ASSISTANCE: Under Title II, Part G of the JJDP Act, awards will be made for three years. Drawdowns are possible under a letter of credit.

POST ASSISTANCE REQUIREMENTS:

REPORTS: Under Special Emphasis Grants-semi-quarterly progress and financial reports are required.

AUDITS: State and local governments that receive financial assistance of \$100,000 or more in any fiscal year must have a single audit for that year in accordance with the provisions of OMB Circular No. A-128, "Audits of State and Local Governments." State and local governments receiving \$25,000, but less than \$100,000 have the option of performing a single audit or separate program audits required by the applicable Federal statutes and regulations. State and local governments receiving less than \$25,000 in any fiscal year are exempt from single audit. Audit also will be performed as discussed in accordance with OMB Circular No. A-133, "Audits of Institutions of Higher Education and Other Nonprofit Institutions." Institutions of higher education, hospitals and other nonprofit institutions that receive Federal awards between \$25,000 and \$100,000 a year shall have an audit made in accordance with OMB Circular A-133 or have an audit made of each Federal award. The required audits are to be on an organization-wide basis, independently performed and must be in accordance with government auditing standards" covering financial audits. However, a coordinated audit approach which tailors the scope of the audit to individual circumstances may be worked out between the grantees and the cognizant agency or the grantor agency providing the most funds to a grantee when a cognizant agency has not been assigned. These audits are due to the cognizant Federal agency not later than 13 months after the end of the grantee's fiscal year. Audit requirements from OMB Circular A-133 shall apply to audit of institutions for fiscal years that begin on or after January 1, 1990.

RECORDS: Grantee must keep complete records on the disposition of funds, and records related to the grant must be retained for three years.

FINANCIAL INFORMATION:

ACCOUNT IDENTIFICATION:
15-0405-0-1-754

OBLIGATIONS: (Grants) FY 95
\$3,940,726; FY 96 est \$4,059,274; FY 97 est
\$4,000,000.

RANGE AND AVERAGE OF
FINANCIAL ASSISTANCE: Varies. Up to
\$200,000 per year, per site.

PROGRAM ACCOMPLISHMENTS:
New program, none available.

REGULATIONS, GUIDELINES, AND
LITERATURE: Financial Guide M7100.1 is
applicable.

INFORMATION CONTACTS:

REGIONAL OR LOCAL OFFICE: None.

HEADQUARTERS OFFICE: Office of
Juvenile Justice and Delinquency Prevention,
Office of Justice Programs, 633 Indiana
Avenue, NW, 7th Floor, Washington, D.C.
20531. Telephone: (202) 307-5911.

RELATED PROGRAMS: OJJDP's
SafeFutures Program, which was funded in
fiscal year 1995, has nine components, one of
which is mentoring.

EXAMPLES OF FUNDED PROJECTS:
In Fiscal Year 1995 OJJDP awarded 41 grants

to mentoring projects in school-based settings
or private non-profit groups.

CRITERIA FOR SELECTING
PROPOSALS: Applications are judged
according to their consistency with the
policies and program priorities established by
the Juvenile Justice and Delinquency
Prevention Act. Specific criteria are applied
that are related to the particular program areas
under which projects are funded. The criteria
are published in the Federal Register as part of
the individual program announcements.
Applications undergo a competitive peer
review process as outlined in the OJJDP
competition and Peer Review Policy 28 CFR
Part 34.

Appendix E
Extra Blank Forms

Letter of Intent

Dear OJJDP:

I intend to apply for funds under the following solicitations:

- Juvenile Mentoring Program (JUMP)
- Evaluation of the Juvenile Mentoring Program (JUMP)
- Safe Kids/Safe Streets—Community Approaches To Reducing Abuse and Neglect and Preventing Delinquency
- Evaluation of the Safe Kids/Safe Streets Program
- Community Assessment Centers (please specify)
 - Community Assessment Centers: Planning for the Future
 - Community Assessment Centers: Enhancing the Concept
 - Evaluating Community Assessment Centers
 - Community Assessment Center Training and Technical Assistance
- Partnerships To Reduce Juvenile Gun Violence
- Evaluation of the Partnerships To Reduce Juvenile Gun Violence Program
- Technical Assistance to Native American Tribes and Alaskan Native Communities
- Training and Technical Assistance for National Innovations To Reduce Disproportionate Minority Confinement (The Deborah Ann Wysinger Memorial Program)
- Training and Technical Assistance Program To Promote Gender-Specific Programming for Female Juvenile Offenders and At-Risk Girls
- Field-Initiated Research and Evaluation Program

Name: _____ Date: _____

Position: _____

Organization: _____

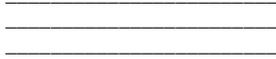
Address: _____

City/State/ZIP: _____

Phone Number: _____ FAX Number: _____ E-mail: _____

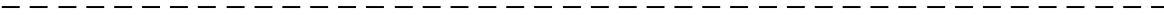
Fax to 202-307-2093 or use self-mailer on reverse side.

Fold and Tape



Affix
First Class
Stamp

Office of Juvenile Justice and Delinquency Prevention
Suite 742
633 Indiana Avenue NW.
Washington, DC 20531



Fold and Tape

APPLICATION FOR FEDERAL ASSISTANCE

1. TYPE OF SUBMISSION: <i>Application</i> <input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction	<i>Preapplication</i> <input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction	2. DATE SUBMITTED	Applicant Identifier
		3. DATE RECEIVED BY STATE	State Application Identifier
		4. DATE RECEIVED BY FEDERAL AGENCY	Federal Identifier

5. APPLICANT INFORMATION

Legal Name:	Organizational Unit:
Address (give city, county, state, and zip code):	Name and telephone number of the person to be contacted on matters involving this application (give area code)

6. EMPLOYER IDENTIFICATION NUMBER (EIN): <div style="border: 1px solid black; width: 100px; height: 20px; margin-bottom: 5px;"></div> - <div style="border: 1px solid black; width: 100px; height: 20px; display: flex; justify-content: space-between;"> </div>	7. TYPE OF APPLICANT: (enter appropriate letter in box) <input type="checkbox"/> A. State B. County C. Municipal D. Township E. Interstate F. Intermunicipal G. Special District H. Independent School Dist. I. State Controlled Institution of Higher Learning J. Private University K. Indian Tribe L. Individual M. Profit Organization N. Other (Specify): _____
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8. TYPE OF APPLICATION: <input type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision If Revision, enter appropriate letter(s) in box(es): <input type="checkbox"/> <input type="checkbox"/> A. Increase Award B. Decrease Award C. Increase Duration D. Decrease Duration Other (specify): _____	9. NAME OF FEDERAL AGENCY:
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10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: <div style="border: 1px solid black; width: 100px; height: 20px; display: flex; justify-content: space-between;"> </div> TITLE:	11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:
12. AREAS AFFECTED BY PROJECT (cities, counties, states, etc.):	

13. PROPOSED PROJECT: <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%;">Start Date</td> <td style="width:50%;">Ending Date</td> </tr> </table>	Start Date	Ending Date	14. CONGRESSIONAL DISTRICTS OF: <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%;">a. Applicant</td> <td style="width:50%;">b. Project</td> </tr> </table>	a. Applicant	b. Project
Start Date	Ending Date				
a. Applicant	b. Project				

15. ESTIMATED FUNDING:	16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS? a. YES. THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON: DATE _____ b. NO. <input type="checkbox"/> PROGRAM IS NOT COVERED BY E.O. 12372 <input type="checkbox"/> OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW																					
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:20%;">a. Federal</td> <td style="width:10%;">\$</td> <td style="width:10%; text-align: right;">.00</td> </tr> <tr> <td>b. Applicant</td> <td>\$</td> <td style="text-align: right;">.00</td> </tr> <tr> <td>c. State</td> <td>\$</td> <td style="text-align: right;">.00</td> </tr> <tr> <td>d. Local</td> <td>\$</td> <td style="text-align: right;">.00</td> </tr> <tr> <td>e. Other</td> <td>\$</td> <td style="text-align: right;">.00</td> </tr> <tr> <td>f. Program Income</td> <td>\$</td> <td style="text-align: right;">.00</td> </tr> <tr> <td>g. TOTAL</td> <td>\$</td> <td style="text-align: right;">.00</td> </tr> </table>	a. Federal	\$.00	b. Applicant	\$.00	c. State	\$.00	d. Local	\$.00	e. Other	\$.00	f. Program Income	\$.00	g. TOTAL	\$.00	17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT? <input type="checkbox"/> Yes If "Yes," attach an explanation. <input type="checkbox"/> No
a. Federal	\$.00																				
b. Applicant	\$.00																				
c. State	\$.00																				
d. Local	\$.00																				
e. Other	\$.00																				
f. Program Income	\$.00																				
g. TOTAL	\$.00																				

18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT, THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED

a. Typed Name of Authorized Representative	b. Title	c. Telephone number
d. Signature of Authorized Representative	e. Date Signed	

Budget Detail Worksheet

A. Personnel - List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

Name/Position	Computation	Cost
		TOTAL _____

B. Fringe Benefits - Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed in budget category (A) and only for the percentage of time devoted to the project.

Name/Position	Computation	Cost
		TOTAL _____

C. Travel - Itemize travel expenses of project personnel by purpose (e.g., staff to training, field interviews, advisory group meeting, etc.). Show the basis of computation (e.g., six people to 3-day training at \$X airfare, \$X lodging, \$X subsistence). In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and the unit costs involved. Identify the location of travel, if known.

Purpose of Travel	Location	Item	Computation	Cost
-------------------	----------	------	-------------	------

TOTAL_____

D. Equipment - List non-expendable items that are to be purchased. Non-expendable equipment is tangible property having a useful life of more than two years and an acquisition cost of \$5,000 or more per unit. Expendable items should be included either in the “supplies” category or in the “Other” category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the “Contractual” category. Explain how the equipment is necessary for the success of the project. Attach a narrative describing the procurement method to be used.

Item	Computation	Cost
------	-------------	------

TOTAL_____

E. Supplies - List items by type (office supplies, postage, training materials, copying paper, and expendable equipment items costing less than \$5,000, such as books, hand held tape recorders) and show the basis for computation. Generally, supplies include any materials that are expendable or consumed during the course of the project.

Supply Items	Computation	Cost
		TOTAL _____

F. Construction - As a rule, construction costs are not allowable. In some cases, minor repairs or renovations may be allowable. Check with the program office before budgeting funds in this category.

Purpose	Description of Work	Cost
		TOTAL _____

G. Consultants/Contracts

Consultant Fees: For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. Consultant fees in excess of \$150 per day require additional justification.

Name of Consultant	Service Provided	Computation	Cost
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*Subtotal*_____

Consultant Expenses: List all expenses to be paid from the grant to the individual consultants in addition to their fees (i.e., travel, meals, lodging, etc.)

Item	Location	Computation	Cost
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*Subtotal*_____

Contracts: Provide a description of the product or service to be procured by contract and an estimate of the cost. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source contracts in excess of \$100,000.

Item	Cost
------	------

*Subtotal*_____

TOTAL_____

(H) Other Costs - List items (e.g., rent, reproduction, telephone, janitorial or security services, and investigative or confidential funds) by major type and the basis of the computation. For example, provide the square footage and the cost per square foot for rent, or provide a monthly rental cost and how many months to rent.

Description	Computation	Cost
		TOTAL _____

(I) Indirect Costs - Indirect costs are allowed only if the applicant has a Federally approved indirect cost rate. A copy of the rate approval, (a fully executed, negotiated agreement), must be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's cognizant Federal agency, which will review all documentation and approve a rate for the applicant organization, or if the applicant's accounting system permits, costs may be allocated in the direct cost categories.

Description	Computation	Cost
		TOTAL _____

Budget Summary- When you have completed the budget worksheet, transfer the totals for each category to the spaces below. Compute the total direct costs and the total project costs. Indicate the amount of Federal funds requested and the amount of non-Federal funds that will support the project.

Budget Category	Amount
A. Personnel	_____
B. Fringe Benefits	_____
C. Travel	_____
D. Equipment	_____
E. Supplies	_____
F. Construction	_____
G. Consultants/Contracts	_____
H. Other	_____
Total Direct Costs	_____
I. Indirect Costs	
TOTAL PROJECT COSTS	_____
Federal Request	_____
Non-Federal Amount	_____

ASSURANCES

The Applicant hereby assures and certifies compliance with all Federal statutes, regulations, policies, guidelines and requirements, including OMB Circulars No. A-21, A-110, A-122, A-128, A-87; E.O. 12372 and Uniform Administrative Requirements for Grants and Cooperative Agreements—28 CFR, Part 66, Common Rule, that govern the application, acceptance and use of Federal funds for this federally-assisted project. Also the Applicant assures and certifies that:

1. It possesses legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.
2. It will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 P.L. 91-646) which provides for fair and equitable treatment of persons displaced as a result of Federal and federally-assisted programs.
3. It will comply with provisions of Federal law which limit certain political activities of employees of a State or local unit of government whose principal employment is in connection with an activity financed in whole or in part by Federal grants. (5 USC 1501, et seq.)
4. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act if applicable.
5. It will establish safeguards to prohibit employees from using their positions for a purpose that is or give the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
6. It will give the sponsoring agency or the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.
7. It will comply with all requirements imposed by the Federal Sponsoring agency concerning special requirements of law, program requirements, and other administrative requirements.
8. It will insure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed in the Environmental protection Agency's (EPA-list of Violating Facilities and that it will notify the Federal grantor agency of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA.
9. It will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973, Public Law 93-234, 87 Stat. 975, approved December 31, 1976. Section 102(a) requires, on and after March 2, 1975, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any area that had been identified by the Secretary of the Department of Housing and Urban Development as an area having special flood hazards. The phrase "Federal financial assistance" includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.
10. It will assist the Federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966 as amended (16 USC 470), Executive Order 11593, and the Archeological and Historical Preservation Act of 1966 (16 USC 569a-1 et seq.) by (a) consulting with the State Historic Preservation Officer on the conduct of investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 CFR Part 800.8) by the activity, and notifying the Federal grantor agency of the existence of any such properties, and by (b) complying with all requirements established by the Federal grantor agency to avoid or mitigate adverse effects upon such properties.
11. It will comply, and assure the compliance of all its subgrantees and contractors, with the applicable provisions of Title I of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, the Juvenile Justice and Delinquency Prevention Act, or the Victims of Crime Act, as appropriate; the provisions of the current edition of the Office of Justice Programs Financial and Administrative Guide for Grants, M7100.1; and all other applicable Federal laws, orders, circulars, or regulations.
12. It will comply with the provisions of 28 CFR applicable to grants and cooperative agreements including Part 18, Administrative Review Procedure; Part 20, Criminal Justice Information Systems; Part 22, Confidentiality of Identifiable Research and Statistical Information; Part 23, Criminal Intelligence Systems Operating Policies; Part 30, Intergovernmental Review of Department of Justice Programs and Activities; Part 42, Nondiscrimination/Equal Employment Opportunity Policies and Procedures; Part 61, Procedures for Implementing the National Environmental Policy Act; Part 63, Floodplain Management and Wetland Protection Procedures; and Federal laws or regulations applicable to Federal Assistance Programs.
13. It will comply, and all its contractors will comply, with the nondiscrimination requirements of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, 42 USC 3789(d), or Victims of Crime Act (as appropriate); Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; Subtitle A, Title II of the Americans With Disabilities Act (ADA) (1990); Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975; Department of Justice Non-Discrimination Regulations, 28 CFR Part 42, Subparts C, D, E, and G; and Department of Justice regulations on disability discrimination, 28 CFR Part 35 and Part 39.
14. In the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against a recipient of funds, the recipient will forward a copy of the finding to the Office for Civil Rights, Office of Justice Programs.
15. It will provide an Equal Employment Opportunity Program if required to maintain one, where the application is for \$500,000 or more.
16. It will comply with the provisions of the Coastal Barrier Resources Act (P.L. 97-348) dated October 19, 1982 (16 USC 3501 et seq.) which prohibits the expenditure of most new Federal funds within the units of the Coastal Barrier Resources System.

Signature

Date



U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS
OFFICE OF THE COMPTROLLER

CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying" and 28 CFR Part 67, "Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Justice determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (DIRECT RECIPIENT)

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510—

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a

public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67 Sections 67.615 and 67.620—

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug-free awareness program to inform employees about—

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will—

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 633 Indiana Avenue, N.W., Washington, D.C. 20531. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted—

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

Check if there are workplaces on file that are not identified here.

Section 67, 630 of the regulations provides that a grantee that is a State may elect to make one certification in each Federal fiscal year. A copy of which should be included with each application for Department of Justice funding. States and State agencies may elect to use OJP Form 4061/7.

Check if the State has elected to complete OJP Form 4061/7.

**DRUG-FREE WORKPLACE
(GRANTEES WHO ARE INDIVIDUALS)**

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67; Sections 67.615 and 67.620—

A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 633 Indiana Avenue, N.W., Washington, D.C. 20531.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

1. Grantee Name and Address:

2. Application Number and/or Project Name

3. Grantee IRS/Vendor Number

4. Typed Name and Title of Authorized Representative

5. Signature

6. Date

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OJJDP

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